OCS Upper School Parent/Student Handbook

Table of Contents

Section I - OCS FOUNDATIONS ................................................................................................................... 6
MISSION STATEMENT ................................................................................................................................. 6
OCS VISION STATEMENT ............................................................................................................................. 6
OCS GOAL .................................................................................................................................................. 6
OCS BELIEFS ............................................................................................................................................ 6
OCS TRADITIONS .................................................................................................................................... 7
SCHOOL MOTTO ..................................................................................................................................... 7
SCHOOL HYMN ....................................................................................................................................... 7
SCHOOL MASCOT ................................................................................................................................... 7
SCHOOL COLORS ................................................................................................................................... 7
SCHOOL FIGHT SONG ............................................................................................................................... 7
DOCTRINAL STATEMENT ........................................................................................................................... 8

SECTION II – ADMISSIONS INFORMATION ............................................................................................... 9
ADMISSIONS-NEW AND RETURNING STUDENTS .................................................................................. 9
CHURCH MEMBERSHIP ............................................................................................................................ 9
DIVORCED OR SEPARATED PARENTS ....................................................................................................... 9
ENROLLMENT PROCEDURES FOR NEW STUDENTS ............................................................................ 9
EXPECTATIONS OF PARENTS .................................................................................................................... 10
GRADE PLACEMENT ................................................................................................................................. 10
RE-ENROLLMENT PROCEDURES ............................................................................................................. 11
WAITING POOL POLICY ............................................................................................................................ 11
WITHDRAWAL ........................................................................................................................................ 11

SECTION III – FINANCIAL INFORMATION ................................................................................................ 12
FINANCIAL OBLIGATIONS ............................................................................................................................ 12
FINANCIAL AID ....................................................................................................................................... 12
FUNDRAISERS ....................................................................................................................................... 12

SECTION IV – ACADEMICS ....................................................................................................................... 13
ACCREDITATION ....................................................................................................................................... 13
BREAK-MORNING .................................................................................................................................. 13
CHALLENGED MATERIALS POLICY – SCHOOL MEDIA ........................................................................ 13
CHEATING .............................................................................................................................................. 13
EDUCATIONAL SERVICES ....................................................................................................................... 14
EXAMS ..................................................................................................................................................... 14
FINE ARTS .............................................................................................................................................. 14
GRADES .................................................................................................................................................. 14
MAKE-UP WORK .................................................................................................................................... 15
PERMANENT RECORDS ............................................................................................................................ 15
PROGRESS REPORTS ............................................................................................................................... 15
RENEWEB ............................................................................................................................................. 15
STUDENT AND TESTING CENTER .......................................................................................................... 16
STUDY HALL .......................................................................................................................................... 16
SUMMER SCHOOL ................................................................................................................................. 16

SECTION V – STUDENT CONDUCT .......................................................................................................... 17
FOOD IN THE BUILDING ........................................................................................................................... 17
HALL PASSES ......................................................................................................................................... 17
INSPECTION OF PERSONAL PROPERTY ............................................................................................... 17
LOCKERS ................................................................................................................................................. 17
Section VI – DRESS CODE ........................................................................................................... 27
Section VII – ATTENDANCE ......................................................................................................... 27
  ABSENCES ................................................................................................................................. 27
  TARDINESS ................................................................................................................................. 27
  HALF DAYS ................................................................................................................................. 27
  CHECK OUT ................................................................................................................................. 27
  HOLIDAYS .................................................................................................................................. 28
  SIGN-IN/SIGN-OUT ...................................................................................................................... 28
  TRESPASSING ............................................................................................................................ 28

Section VIII – HEALTH & SAFETY .............................................................................................. 29
  CAMPUS ..................................................................................................................................... 29
  DRILLS ....................................................................................................................................... 29
  INCLEMENT WEATHER .............................................................................................................. 29
  PARENT ALERTS ......................................................................................................................... 29
  DRIVING ON CAMPUS ............................................................................................................... 30
  HEALTH FORMS ....................................................................................................................... 30
  STUDENTS WITH SPECIAL HEALTH CONCERNS OR A NEED FOR A HEALTH ACCOMMODATION .................................................................................................................. 30
  SCHOOL ADMINISTERED MEDICATION ............................................................................... 31
  HEALTH POLICIES ................................................................................................................... 32
  HEALTH INSURANCE ................................................................................................................. 32

Section IX – General Information ............................................................................................... 33
  AFTER SCHOOL SUPERVISION ................................................................................................. 33
  ATHLETIC PROGRAM ................................................................................................................. 33
  CELL PHONES/COMPUTERS/ELECTRONIC DEVICES ......................................................... 33
  CHAPEL .................................................................................................................................... 33
  CLUBS ....................................................................................................................................... 33
  LOST AND FOUND ..................................................................................................................... 33
  LUNCH ....................................................................................................................................... 33
  MUSIC ....................................................................................................................................... 34
  OCS NAME AND LOGO ............................................................................................................... 34

PROHIBITED ITEMS ....................................................................................................................... 17
SCHOOL PHONE USE ..................................................................................................................... 18
CONDUCT ...................................................................................................................................... 18
  Expectations ............................................................................................................................... 18
  Resolving Problems with Other Students ................................................................................ 19
  Student Responsibility ............................................................................................................... 19
  Parent Responsibility ............................................................................................................... 20
  Student Discipline ................................................................................................................... 20
SUBSTANCE ABUSE ...................................................................................................................... 21
  Community and Parental Responsibilities Statement ............................................................... 21
  Drug Prevention Policy ............................................................................................................. 21
  Drug Testing .............................................................................................................................. 21
  Mandatory Testing ................................................................................................................... 23
UNKIND BEHAVIOR & BULLYING ............................................................................................. 23
ATHLETIC/EXTRACURRICULAR ACTIVITY DISCIPLINE ..................................................... 24
DISCIPLINE PROCEDURES ......................................................................................................... 24
  Probation, Support and Expulsion ........................................................................................... 25
  Student Discipline Practices ..................................................................................................... 25
  Readmission Policy of Expelled Students ................................................................................ 26
CLASS RINGS.................................................................................................................... 53
COMMUNITY SERVICE REQUIREMENTS........................................................................... 53
COURSE CREDIT.................................................................................................................. 54
COURSE SELECTION/SCHEDULE .................................................................................... 54
DAILY SCHOOL HOURS ..................................................................................................... 54
DANCES/DANCING ............................................................................................................ 54
DISCIPLINE PROCEDURES, 9th-12th GRADE ................................................................. 55
DRESS CODE – HIGH SCHOOL........................................................................................... 57
DRIVING TO SCHOOL ........................................................................................................ 59
DROP/ADD COURSE POLICY ........................................................................................... 60
DUAL ENROLLMENT (DE) COURSES ............................................................................... 60
EXAMS .................................................................................................................................. 60
GRADUATION/COMMENCEMENT ACTIVITIES ............................................................... 61
HOMEWORK GUIDELINES ................................................................................................. 61
HONOR GRADUATES .......................................................................................................... 61
HONOR ROLL ........................................................................................................................ 61
LUNCH ................................................................................................................................... 62
MAKE-UP WORK ................................................................................................................ 62
NATIONAL HONOR SOCIETY ............................................................................................ 62
SENIOR PRIVILEGES ......................................................................................................... 63
STUDENT GOVERNMENT .................................................................................................. 63
Acknowledgement Form .................................................................................................... 64
B.Y.O.D. Student Agreement .............................................................................................. 65
SECTION I - 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

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.
SECTION II – ADMISSIONS INFORMATION

ADMISSIONS-NEW AND RETURNING STUDENTS

New Students: Orangewood Christian School admits children of believers of any race, national, 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 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 express purpose of participating in interscholastic sports. See FHSAA policy on recruiting for details.

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

Admissions to 9th grade for current students (promotion from 8th grade): Students promoted from the OCS 8th grade have priority during the re-enrollment period for enrollment into OCS 9th grade. However, enrollment is a privilege; it is not automatic. Enrollment is contingent upon the student’s satisfactory academic and discipline record, active participation in a local Christian church, and academic promotion from 8th grade.

CHURCH MEMBERSHIP

Active church membership in a local Christian church is a 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-mentioned policy may be made by the school administrators for upper school students who demonstrate their faith in Christ and are attending church.

DIVORCED OR SEPARATED PARENTS

In the event the parents of a student are separated or divorced, the school may require a certified copy of any temporary or final order of the court, if any, respecting legal custody of the student. Upon a request of the non-custodial parent, OCS, absent a proscription contained in the court order, will have the right to provide the non-custodial parent with copies of all status reports that are mailed home and report cards relating to such student. In these instances, the principal may advise the custodial parent of the request and of the fact that the reports will be provided. Parents may request that duplicate records and communications be provided.

ENROLLMENT PROCEDURES FOR NEW STUDENTS

Enrollment applications are available online. Registration begins in January for new students whose parents are members of Orangewood Church, PCA 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, transcripts and achievement test scores received
• Teacher Reference forms received
• Personal interviews of parent(s) and child 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 official student records received as requested
• Health form signed and notarized
• Christian Mediation and Arbitration Agreement received
• Drug testing will be performed on all new students within the first quarter of the school year.

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

GRADE PLACEMENT
Grade placement of any student enrolled in Orangewood Christian School is at the discretion of the school administrators. The student’s developmental readiness, entrance testing, most recent achievement test scores, previous report cards, previous credits earned, and attitude toward schoolwork may be considered. The following are guidelines:

Class entry requirement: Students must maintain a 2.0 grade point average.
• 7th grade - must have completed 6th grade
• 8th grade - must have completed 7th grade
• 9th grade - must have completed 8th grade
• 10th grade - must have earned 6 credits in high school
• 11th grade - must have earned 13 credits in high school
• 12th grade - must have earned 19 credits and have plans to graduate within the year

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.

WAITING POOL POLICY
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 Orangewood Church, PCA families will take precedence over other applicants only if the application is made during January.

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.
SECTION III – FINANCIAL INFORMATION

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.

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.

FUNDRAISERS
Annual fundraisers may include an auction/gala, golf tournament or other school-sponsored activities. Additionally, the athletic and fine arts departments occasionally schedule fundraisers. Upper school students may participate in a variety of fundraisers to support class projects. We appreciate your support of these activities; however, participation is voluntary. Please do not feel obligated to support all school fundraising activities. Please feel free to choose activities that are important or helpful to you.

Fundraising is permitted for upper school classes provided the following guidelines are followed:
• Fundraisers must be approved by the Development and Finance offices. Approved fundraisers are designed to provide a service for our community at a fair market price.
• Students should not solicit strangers.
• Pressure approaches are unacceptable.
• Students may not take class time to plan, organize, or sell products.
• All fundraisers must be planned well in advance.
• Students are encouraged to raise funds outside of the faculty and school family.
SECTION IV – ACADEMICS

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

BREAK-MORNING
Students have a mid-morning snack break. Food and drinks are available for purchase or students may bring items from home. Food and beverages are not allowed in areas other than the lunch room or outside in designated areas. Students may have only bottled water in the classroom buildings.

CHALLENGED MATERIALS POLICY – SCHOOL MEDIA
Despite the great care taken in the selection process, there may be occasional objections raised to some of our educational material. Concerns should be handled in a biblical manner, following the principles in Matthew 18:15-17. Anyone with a concern or knowledge of a concern should refer that person to an administrator. 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 in alignment with 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.

CHEATING
As academic integrity is paramount to the highest level of success for all students, cheating of any kind will not be tolerated at Orangewood Christian School. All instances of cheating will be dealt with according to the following policy:

All assignments for which a student is caught cheating will receive a “0” in the grade book, regardless of the assignment. A teacher will not be permitted to offer any additional assignments, grades or work of any kind to offset the consequences of a “0” earned because of cheating.

Because a discipline action will result, all cases of cheating in high school will be referred to the Dean of Students and all cases of cheating in the middle school will be referred to the principal. Behavior consequences for cheating will range from an automatic After-School Detention to Out-of-School Suspension.

The following are considered violations of OCS policies, relating to all work for classes, both on and off campus during or outside the school day:

- **Plagiarism**—Students may incorporate material into their work (e.g. - homework assignments, research papers, etc.) only when crediting the source. Sources for information could include (but are not limited to) the internet, multimedia encyclopedias, Bible commentary software, and educational software. Incorporating any portion of another’s published or unpublished work without attribution is strictly prohibited and will be treated as cheating.

- **Copying class assignments**—Incorporating any portion of another student’s work into your assignment by technology or any other means is strictly prohibited and will be treated as cheating. Allowing others to copy your work is also strictly prohibited and will be treated as cheating.

- **Failing to do one’s own work**—Any use of technology that performs the work assigned to the student is detrimental to the best interest of the student and will be treated as cheating.
Examples of this: the unauthorized use of a calculator in science or math class, or the unauthorized use of translation software in a foreign language class.

- **Unauthorized help**—The use of unauthorized help such as notes, books, electronic information, or information from another student, or any other materials on a test, quiz, or exam is considered to be cheating.

**EDUCATIONAL SERVICES**

At Orangewood Christian School, we embrace students with different learning styles. Our Educational Services Program offers support to qualifying students in need of additional assistance to help them succeed in the regular classroom environment. The upper school program is a coaching-consultation model. This model is designed to train and support students on the building of self-advocacy skills and personal accountability in an effort to better prepare our students for life after graduation. Enrollment is based on availability at an additional cost.

**EXAMS**

While end-of-semester half days are scheduled in the 2016-2017 academic calendar, each academic department will decide how to use the week to assess students for the semester. Students will be notified of exam expectations by their core teachers. Vacation should NOT be scheduled until after the completion of exams. If a student does not take an exam during the regularly scheduled time, there will be a $75 proctoring fee for each rescheduled exam. Exams may not be taken off campus. No early exams will be administered.

**FINE ARTS**

The goal of the fine arts faculty is to offer a program where the arts testify to the glory and grace of God, where the gospel message is communicated without compromise, and where the artistic quality is second to none. Students can participate in vocal and instrumental music, drama, art, and journalism and video production elective classes. Extra-curricular activities are also available and follow the same participation guidelines as athletic activities. Students must maintain a 2.0 average each semester to participate.

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 or below his or 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.

**GRADES**

- 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

Report card grades and honor roll will be computed on a four-point scale, based on Orangewood courses only. GPA will be computed on all cumulative grades. Instructions to view report cards are emailed to parents quarterly. Family accounts must be up to date in order to receive report cards or access grades through RenWeb. Records will not be released for students if there is an outstanding account balance.
MAKE-UP WORK
When a student misses class time, it is his or her responsibility to contact each teacher and/or consult RenWeb regarding assignments and to reschedule quizzes, tests, or projects. See individual schools policies for guidelines.

Academic work always takes precedent over athletic practices. Students are required to communicate with their coaches regarding the completion of required make-up work if it interferes with practice times.

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.

PROGRESS REPORTS
Academic grades are available on RenWeb reporting the student’s progress in every subject. Teachers update each student’s RenWeb account weekly. Please check these reports carefully and discuss them with your child. Access to RenWeb may be disabled for past due accounts.

RENWEB
RenWeb (www.renweb.com) is the web-based school-family communication tool used at OCS. Teachers post grades, homework, and news weekly. Please regularly check your child’s account. Please notify the school immediately if you have a change of phone number, emergency contact information and/or health insurance changes.

OCS Guidelines for Reporting Grades in RenWeb
The goal of these procedures is clear communication from teachers to students and parents. Although the ultimate responsibility for the quality and punctuality of assignments belongs to each student, OCS wants to partner with families in helping students learn to bear that responsibility well.

1. 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. (In high school only, a teacher may use a zero to indicate missing work. Any high school teacher doing this will communicate to students and parents if and for how long the work may be made up.)
   - A blank field means the assignment has not yet been collected from the class.

2. 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; it also triggers an automated zero notification email home. The purpose of the email and temporary zero-weighting of an M is not to be harsh or critical. Rather, they are meant to be helpful reminders, so missing work is not forgotten. This is especially important in the confusion that sometimes follows a long absence, so a student does not overlook make-up work until it is too late to turn in for full credit.
STUDENT AND TESTING CENTER
The Student and Testing Center is located on the first floor of the high school. The center is available to students during scheduled high school morning break and lunch. This location is also utilized as middle school extended care when school is in session.

The center allows students access to online class studies, checking out of library books, computer usage, and printing. Printing is available for students at the cost of 25 cents per page and only available during high school break, lunch, and after school. High school students participating in online classes are allowed to work in the student center during school hours. Books and other materials may be checked out when staff is present and must be returned by the end of the school year. Six desktop computers are available for use by the students. The Testing Center coordinator proctors tests for students who have to make up test/quiz or for students who have approved testing accommodations.

No food or drink is allowed in the Center at any time.

STUDY HALL
Study halls are a time for students to work on schoolwork in a quiet, academic setting. Students who are enrolled in study hall as an elective will be required to work for the entire period. Students must be seated in a desk. No talking is allowed. If a student does not have work, they may read. If they do not have a book, one will be provided for them.

Students are not permitted to leave study hall to see other teachers unless the student has a pass from the receiving teacher.

Students do not receive a credit for taking a study hall. Because of credit requirements for graduation, a student’s remaining credit requirements should be considered before enrolling. Students must fill out a study hall request form and return it to the Guidance Office in order to be enrolled.

SUMMER SCHOOL
Orangewood Christian School usually offers several summer school sessions. Traditional and online courses are available in some subjects. Rising 9th - 12th grade students are eligible to enroll. Courses will be taught by qualified teachers or online and successful completion of each session will earn students .5 credits. Attendance is important due to the abbreviated semester. Planned absences must be cleared in advance with the instructor.

Modest attire allowed including shorts, tops and blue jeans.
SECTION V – STUDENT CONDUCT

FOOD IN THE BUILDING
Food and drinks are not allowed in the upper school hallways except in the cafeteria/fellowship hall or other designated areas. Chewing gum is not permitted on campus. Students may only have bottled water in the upper school building during the school day.

HALL PASSES
During class time the students are not permitted to be outside of the classroom without a hall pass. It is the student’s responsibility to obtain a pass from the teacher before leaving the classroom.

INSPECTION OF PERSONAL PROPERTY
The parents authorize the school to inspect and conduct a search of any place or item on school campus or at a school related event, including, but not limited to, a student's locker, book bag/backpack, purse/wallet, vehicle, computer, or personal electronic devices. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places of items 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. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, etc.) whether such images or information was sent over the school system, private network while on campus or any personal account such as YAHOO!, AOL, Gmail, etc.). Further, the parents authorize the school to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the school's rules, community standards, and/or local, state, or federal law.

LOCKERS
At the beginning of the school year, each student will be assigned a locker. Students may only use the locker assigned to them. OCS does not take responsibility for any items left in lockers. Students are responsible for all articles in lockers. Since lockers are school property, the school retains the right to inspect lockers at its discretion. It is the responsibility of each student to keep his locker clean. No pictures, etc. can be posted on or inside the locker door which cannot be removed without damage to the locker surface. Content of locker decorations should be school and socially appropriate. Lockers must be cleaned out at the end of the school year or students will be assessed a cleaning fee of $15.

PROHIBITED ITEMS
Bringing or possessing on campus knives, guns, weapons, or explosives may result in immediate expulsion. Simulated weapons are also prohibited.

The possession, use, or distribution of tobacco products (including snuff, e-cigarettes, dip), alcohol, controlled substances, illegal drugs, or any mind-altering substances at any time (in or outside of school) will result in suspension and may result in expulsion. This includes providing or using prescription medication for a purpose other than that for which it was prescribed and its provision or use, to or by, someone other than the individual for which it was prescribed. Immoral and sexually explicit material will not be tolerated and will result in immediate suspension and may result in expulsion. Law enforcement may be notified in any of the above situations.

OCS may conduct random searches of the parking lot and school buildings by school administration, faculty, and/or law enforcement “drug-sniffing” dogs. The discovery of any illegal or prohibited
substance may result in action by law enforcement as well as the school. All areas of the campus including cars, lockers, and all staff and student-owned purses, bags, backpacks or other belongings are subject to search (see Inspection of Personal Property section).

SCHOOL PHONE USE
Students are allowed, with permission, to use the school office telephone during the school day. See sections 2 and 3 for phone policies for 7th – 8th grade students and 9th – 12th grade students.

CONDUCT

Expectations
OCS students recognize that their parents, the members of Orangewood Church and our faculty have worked together to provide the staff, building, and equipment to help prepare you for your future. OCS is committed to providing the best education possible and expects students will take special pride taking care of the facilities with which God has blessed us. Through the year, students will be expected to work under the authority of school administration and faculty and assume the responsibilities listed below:

- Attend class regularly.
- Be in your assigned seat with all necessary materials at the beginning of each period.
- Treat each teacher and student with respect.
- Follow the specific rules of each class.
- Help maintain the building and all school equipment and materials.

Off Campus Conduct - Why We Care

Historical and Theological Context: Orangewood Church, PCA (OCPCA) was founded in 1975. Orangewood Christian School opened in 1980 as a ministry of the church. OCPCA is rooted in the belief that the Bible is the inspired word of God. The church embraces reformed theology. Briefly, this is the belief that salvation from beginning to end is a work of God’s sovereign grace (Eph.1:3-14) and that all of life is to be lived under His lordship and for His glory (Rom.11:36-12:2).

We believe that God’s covenant promise regarding our children teaches that the children of believers are set apart and stand in a special relationship with the Lord through the faith of their parents (I Cor.7:14).

Because God is a covenantal God, Orangewood places a high priority on marriage and parenting (Gen.18:19; Deut.6:1-9; Ps.78:5-8), the role of the family and children within the church (Eph.5:25-6:2), and the importance of teaching children a God-centered world and life view (Gen.1:26-28). We desire to assist Christian parents in training covenant children and youth for interpreting life in this world from the perspective of their creator, in hopes that as they grow in their knowledge and love of their Redeemer, they will work to bring renewal and transformation to our culture for the glory of God.

Lastly, as covenant people, set apart for the Lord and called to live out our faith in Christ in all of life, we are all to walk in a manner worthy of our calling, adults and children alike.

OCS as a Covenant Community: We believe that our code of conduct, rooted in Christian principles, should be embraced by all members of the OCS community, just as every society establishes standards or simply a baseline of civilized (rather than religious) behavior as a framework for how its citizens will conduct themselves.

As a ministry of OCPCA, the policies and procedures in our code of conduct have been shaped by Christian principles and values, based on the rich doctrines within reformed theology. Thus, we believe
that our engagement in all of life should reflect the teachings of our Lord and Savior, Jesus Christ. Because life does not end when the proverbial school bell rings, we deem it appropriate to expect each member of the OCS community to uphold the code of conduct both within and outside the school.

It is for this reason that our policies and procedures extend beyond the walls of our school and are not limited to actions during school hours. We have deliberately chosen not to define what a “good Christian” looks like. We believe that our code of conduct can be embraced by all members of the OCS community, regardless of whether the standards are rooted in Christian principles or simply a baseline of civilized (rather than religious) behavior. Jesus called us to be “salt and light” to a watching and unbelieving world. We firmly believe that if we are to be salt and light as a community and as a collection of families within the community known as Orangewood Christian School, our behavior should reflect the character of Christ.

We recognize that there may be some students at OCS who may not have embraced the Christian faith of their parents. Yet, we believe that God in his sovereign providential care placed them in a home with at least one Christian parent for a purpose. Given that their parents have chosen to have them involved in the extended covenant community of OCS, those students should abide by the Christian standards and guidelines of those whom God has graciously brought alongside their parents to help them grow into responsible, contributing adults in today’s world.

The standard to which we are holding students at all times is a Christian faith-based model created as yet another way for God’s people to love and nurture His children. We believe that the God of the Bible is a God of both grace and justice, and we strive to extend and apply those intertwined aspects of God’s character in all that we do at OCS.

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 students 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.

Student Discipline
OCS reserves the right to discern and apply disciplinary actions as administration believe appropriate and necessary. Discipline shall be based on a careful assessment of the circumstances of each case. The school administration will make the final determination of whether there has been a violation of the school’s code of student conduct.

Incident of student misconduct will be managed by school administration and faculty, and any incidences of recurring student misconduct may lead to a student’s dismissal. Students are accountable for their behavior inside and outside of school because Christian life is integrated within all areas of our lives. The possession or use of tobacco, alcohol, and/or drugs by any method or means, and any form of sexual misconduct is unacceptable behavior and may result in student disciplinary action. Incidents of bullying should be reported immediately to the respective principal.

It is the responsibility of the faculty and administration to consistently enforce the school standards of student conduct, inclusive of student dress. The importance of loving, yet consistently firm, discipline is both biblical and practically effective and necessary for a quality educational program.

Students may be required to complete individual or family counseling as part of a student disciplinary action.

Searches: The school reserves the right to inspect the personal property of students, parents, and visitors on school property or at school events. No items brought onto school property or at school
events are considered private. OCS will continue to schedule random sweeps of the premises, parking lots, and fields and may, if warranted, engage local authorities (see Inspection of Personal Property section).

SUBSTANCE ABUSE

Community and Parental Responsibilities Statement
For the welfare of students and the School, and to promote and insist on a drug-free and smoke-free environment, the entire OCS community, including parents and guests, should not be in possession of alcohol, tobacco or illegal drugs during any student activity on OCS’s campus or at any student event, athletic or otherwise, or at any other school campus. The cooperation of parents and guests is needed to promote and send a positive message to our student body with regard to the School’s position regarding drug, alcohol, and tobacco usage.

Drug Prevention Policy:
Orangewood Christian School is dedicated to fulfilling its mission of equipping students to transform the world for Christ and His Kingdom. We remain committed to coming alongside parents/guardians by providing educational excellence based in a Christian worldview and a strong Christian community characterized by grace and truth. As such, Orangewood Christian School enacts a mandatory drug testing program for all students entering grades 8-12, all employees, and all school committee members. The aim of this program is to prevent substance use. Combined with educational efforts, this is intended as a meaningful drug prevention program that can protect our students and provide an effective tool to make good choices.

We firmly believe that if we are to be salt and light as a community and as a collection of families within the community known as Orangewood Christian School, our behavior should reflect the character of Christ. The standard to which we are holding students at all times is a faith-based model created as yet another way for God’s people to love and nurture His children. We believe that our God of the Bible is a God of both grace and justice, and we prayerfully strive to extend and apply those intertwined aspects of God’s character in all that we do under the flagship of OCS.

Drug Testing
A. The school requires drug testing of all students in grades 8-12 as follows:
   1. At the sole discretion of the school or by random selection, students will be screened for substance abuse at least once per academic year.
   2. Students is eligible to be randomly or purposely selected for additional testing during the academic year.
   3. Any student testing positive during an initial test or on any subsequent test will be re-tested within 100 days, and again thereafter at the discretion of the administration. All follow-up testing will be at the expense of the student’s parents/guardians.
   4. New/transfer students will be initially tested within 15 days of beginning classes and are subject to re-testing, as described above.

B. Testing Method
   1. The primary testing method will be a hair analysis performed by a certified SAMHSA clinical laboratory through Altamonte Springs based ARCpoint Labs.
   2. Each hair sample will be analyzed for a number of substances, including, but not limited to alcohol, cocaine, opiates, marijuana, methamphetamines, PCP, and Ecstasy.
   3. Other forms of testing (such as urine testing, breathalyzer or hair testing for additional drugs) may be employed at the discretion of the school.
4. Any additional testing shall be subject to reasonable collection and chain-of-custody procedures and shall not include blood tests.

C. Hair Collection Procedures
1. Each student will be assigned a unique identification number. The school will contract with ARCpoint Labs to perform hair collections using chain of custody procedures established by ARCpoint Labs and Psychemedics Corporation. The Drug Screening Coordinator will be the only person privy to the identification numbers.
2. ARCpoint Labs will retrieve a sample of hair (approximately 60 strands) cut cosmetically from the crown of the student’s head. Students with insufficient head hair will have hair collected from the arm, leg or underarm. A useable sample is required to maintain enrollment at OCS. ARCpoint Lab will utilize Psychemedics Corporation’s laboratory for analysis. Personnel will be of the same gender as student giving the hair sample.

D. Confidentiality and Dissemination of Results
1. All sample collections and results will be identified by the unique identification number of the student. No names will be recorded on the collection bag or the test results.
2. Test results will be confidentially provided by Psychemedics Corporation to ARCpoint Labs who will have a Medical Review Officer process non-negative results. Once a non-negative is deemed a true positive, the result will be given to the OCS Drug Screening Coordinator only.
3. The school will notify the student’s parents/guardians of a positive result within 15 days of receipt of the test results by the school. Parents/guardians will NOT be notified if a test is negative.
4. All test results of students will remain strictly confidential between the student, his/her parents/guardians, the Drug Screen Coordinator, and the counselor/organization selected by the parents/guardians as discussed in Section F below.
5. Absent a court order, no test result of any student will be disclosed to any person or agency or institution beyond the persons identified above without the written consent of the student’s parent/guardian.

E. Disputes
1. If a student testing positive wishes to dispute the test result, he or she may do so within ten days of notification of the student’s parents/guardians of the positive result.
2. Re-tests will be at the expense of the student’s parents/guardians
3. Re-tests must be performed using the same collection and testing procedures as the initial test.

F. Consequences of a Positive Result
1. OCS will not initiate criminal charges or other legal action against the student or the student’s parents/guardians based solely on a positive drug test obtained in the drug testing process.
2. OCS will require a conference between the parents/guardians of a student testing positive and applicable Administrator(s).
3. OCS will require that any student who tests positive and the parents/guardians of any such student obtain a substance abuse evaluation through a counselor or community agency at the cost of the parents/guardians.
4. A student who has tested positive for the first time on a test administered in the drug testing process will continue normal school activities unless directed otherwise by the parents/guardians or counselor.
5. Any student with a positive first-time test result through the universal testing program will be subject to all other standard OCS disciplinary policies and procedures.

6. Any student who tests positive in the universal testing program will be placed on substance probation and re-tested approximately every 60 days after the first test and thereafter at the discretion of OCS until graduation or until the student is no longer enrolled at OCS. This subsequent testing will be at the expense of the parent.

7. A second positive test at any time would usually indicate that the needs of the student are different than what OCS is equipped to serve and will generally result in the student being dismissed from OCS.

Mandatory Testing

OCS reserves the right to require students suspected of using illegal drugs or alcohol or of other substance abuse to be evaluated at any time by a physician or medical technician, including but not limited to, drug testing. The suspicion may be based on any information considered reliable by the Administration in its discretion based upon student behavior before, during or after the school day or school-sponsored activity. OCS will keep the sources of such information confidential. In addition, OCS reserves the right to require students to be evaluated at any time by a physician or medical technician or included in random substance abuse screening if any of the following occurs:

- Observed behavior or change in performance
- Reckless driving or speeding on campus
- Any major disciplinary infraction as defined by the administration
- Chronic tardiness or absences from school
- Being off campus without permission
- Violation of any civil or criminal law
- Excessive discipline infractions or detention hours

By execution of the signature page of the OCS Handbook, students and parents/guardians agree that:

1. Students shall submit to any reasonable laboratory testing that, within the school’s discretion, is deemed necessary, including, but not limited to, breath tests, urine tests, hair and/or finger nail tests, and fingerprinting. OCS will not require students to give blood samples.

2. Students and their parents/guardians understand the purpose and reason for the tests, and give their consent thereto.

3. Students and their parents/guardians will hold harmless Orangewood Christian School and its employees, agents and representatives for any loss sustained as a result of said testing, including the negligence (but not gross negligence) of Orangewood Christian School and its employees, agents and representatives.

All tests required by the school will be performed at a site determined by the school and non-negative results will be sent directly to a Medical Review Officer who will then pass along a positive test result to the school. Any student refusing to submit to testing of this nature shall be subject to dismissal.

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 or unkind behavior should be reported immediately to the respective principal. Bullying or any recurrence of unkind behavior 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, Dean of Students or Guidance Counselor.

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.

**ATHLETIC/EXTRACURRICULAR ACTIVITY DISCIPLINE**
The Athletic Handbook provides discipline details. Some specific policies are listed below for your convenience:

- OCS has included FHSAA’s code of conduct and discipline for violations as the minimum. Students and parents should expect the school to enforce its own discipline policies.
- Student athletes suspended from school may not participate in or attend games or after school practices/activities for the duration of the school suspension. In the event that the athlete’s team does not have a contest during the suspension, the athlete may be suspended for the next athletic contest/game.
- Unsportsmanlike conduct, profanity, vulgarity, disrespect, insubordination, or any action detrimental to the school or team will result in immediate removal from the game or activity. Depending on the severity of the misbehavior, a student will be suspended from the team or activity for one week or more. Repeated offenses will result in removal from the team or activity.
- The school reserves the right to restrict or limit the participation of a student in any extracurricular activity if that participation may be detrimental to the team or students.

**DISCIPLINE PROCEDURES**
In all discipline situations, a record will be kept of the time, date, infraction/problem, disciplinary action taken, and student response in RenWeb and parents will be notified by email. Contacts made with parents concerning discipline will also be recorded.

If a student receives a suspension during the course of a school year, a discipline review committee will meet to determine the student’s continued enrollment at OCS. The discipline review committee may be comprised of the Executive Director, administration and counselors. A School Committee member, pastor, attorney, or law enforcement officer may be consulted.

Habitual misbehavior resulting in a pattern of detentions, which extends over two or more quarters, will result in a discipline committee review, which could lead to a disciplinary probation, denial of re-enrollment, or expulsion.
Detentions are served on the earliest possible date after the infraction. The Dean of Students or principal will fill out a detention referral in RenWeb for each detention given. A copy of the referral will be emailed to parents. Students who are suspended are on probation for up to two semesters.

**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:

- Any significant incident of misconduct
- Continued academic failure, defined as 2 D’s or 1 F received in a grading period
- Bullying
- 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

**Student Discipline Practices**
In times of student discipline that may include, yet not be limited to, cases of violent behavior or actions, threats of violence, use or possession of drugs, or situations of weapons on campus, the following process will be enacted by Orangewood administration and faculty.

Actions noted below may be used, in part or in full, as appropriate to the situation.

**Initial Actions**
- a. Student will be removed from the classroom
- b. The students’ parent(s) or legal guardian notified of the situation
- c. Based on the situation, the student may be removed from the campus up to ten (10) school days
- d. School administration will initiate an initial investigation, confirming witnesses and relevant evidence (conversations, text, social media, etc.)
- e. School administration will maintain contact with parent(s) or legal guardian throughout the investigation
- f. If a parent and/or a student reports a potential threat of student violence, the reporting parent and/or the parent of the targeted student will be kept abreast of the investigative actions taken by school administration.
- g. Administration will meet with applicable student(s) in an effort to discuss the situation.
- h. Administration may search persons, personal property (backpacks, electronic devices), and lockers, as warranted
- i. The School may engage the Florida Department of Children and Families (DCF) and/or law enforcement, as necessary for the protection of all parties
- j. Based on the initial actions taken, school leadership may choose to open a formal investigation
Investigation
a. Witnesses may be interviewed and written statements may be taken
b. Available evidence will be gathered
c. Students in question may, again, be interviewed in order to provide the student with the opportunity to share any additional information
d. The following agencies may be contacted, as warranted:
   a. Previous school(s)
   b. Legal counsel
   c. Department of Children and Families (DCF)
   d. Law enforcement
e. If any student allegation or case involves, yet may not be limited to, threats of violence, violent acts, weapons, or sexual abuse, assault or misconduct, students may be required to use a school-approved Licensed Medical Health Counselor (LMHC) in order to complete a student evaluation. Evaluation findings must be shared with the School.
   a. Parents must waive rights to student confidentiality, therefore allowing the school to consult with the health care professional
   b. Health care professional must provide a signed, written statement indicating that the student presents no threat to self or others and eligible to return to campus

Discipline Committee Actions
a. The Committee will evaluate and pray for the situation and all involved
b. The Committee will determine if the student may return. If returning, a student agreement outlining conditions for his or her return on a probationary basis will be required. Violation of or failure to uphold the terms of the agreement may result in dismissal from Orangewood Christian School.

Readmission Policy of Expelled Students
Some offenses compromise the safety and security of the school community. Students who commit offenses deemed to be of significant severity will not be eligible for readmission. Such offenses may include, but are not limited to, the possession of weapons/firearms, assault or molestation, premeditated assault or assault w/serious bodily harm, threats against the safety of employees or students, and the possession, selling or distributing of drugs or other illegal substances. These offenses may occur on or off campus.
SECTION VI – DRESS CODE

See section XI for dress code policies for 7th-8th grade and section XII for 9th-12th grade.

SECTION VII – ATTENDANCE

ABSENCES

A key to successful academic achievement is regular attendance at school. Consistent attendance is an important aspect of a student’s education because it fosters a positive attitude and responsibility toward the tasks at hand. Even an absence of one or two days can have a surprisingly disruptive impact on progress; therefore, regular attendance is strongly encouraged.

Parents should carefully evaluate any absence from school that is not necessitated by unavoidable circumstances. The school discourages the taking of extra days before or after a scheduled school break/holiday or any time while school is in session.

Absences will be tracked by semester. According to Florida State law, students may not exceed 10 absences in any class per semester.

An absence is recorded any time a student misses more than 20 minutes of a given class period. Absences include visits to the doctor, orthodontist, dentist, physical therapy, illness, family travel, family emergency, court dates, college visits, and any other medical or personal reason.

The disciplinary action taken due to excessive absences or tardies to class may take precedence over other school activities, such as practice, games, or performances.

Students participating in Orangewood Christian School sports or activities that require time out of class will be excused without accrualment of absences; however, all assigned work is due upon the day of their return to the classroom. This applies to all students involved in athletics, those leaving campus early for sporting events, playoffs, districts or state play, field trips, choir events, and theatrical events.

Cases of extended illness or family tragedy will be taken into special consideration.

If your student is absent for any reason (including visits to the doctor, orthodontist, dentist, physical therapy, illness, family travel, family emergency, court dates, college visits, and any other medical or personal reason), please call the school office prior to 8:00am. If an emergency arises, please call the office.

TARDINESS

See section XI for tardy policies for 7th-8th grade and section XII for 9th-12th grade.

HALF DAYS

OCS has several half-days scheduled during the year to allow for parent conferences or teacher inservice training. We feel that it is very important to invest in the professional development of our teachers to obtain the best possible education for our children. We also want to make sure that they have time to meet with parents. We occasionally have early release days before holidays.

CHECK OUT

Students must be checked out at the main school office. Parents may not go to classrooms to check out students. 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. Students may not use cell phones to contact parents for permission to sign out.

HOLIDAYS
The faculty emphasizes the Christian traditions in the celebration of holidays.

SIGN-IN/SIGN-OUT
Orangewood Christian School does not operate based on an “open campus” policy. Visitors (including parents) must enter the main reception door and check in and out through the main office at the upper school campus. All visitors must be prepared to present photo identification to be scanned through the RAPTOR system. A visitors badge will be created upon approval.

Students must sign-in at the main reception office when they arrive after the start of the school day and they are to sign-out from the office whenever they must leave campus before school dismissal. This includes every time they leave campus, even if they will return later that same day. Leaving campus without permission is not permitted and will result in a disciplinary action. Students must bring their written parental permission note to the main school office in order to sign in or sign out when arriving or leaving campus after the start of the school day. No text permission will be accepted. Students may not sign out to go home OR to pick up homework, uniforms, forgotten items, or food. Students may only contact parents or guardians by using the school office phone.

TRESPASSING
Students are not allowed on school property after hours without staff supervision. Violation of this policy will be treated as a disciplinary action.
SECTION VIII – HEALTH & SAFETY

CAMPUS
OCS does not have an open campus policy. Students are not permitted to leave the OCS campus during the school day unless signed out with proper permission and proper procedures followed (please see Check Out and Sign-in/Sign-out sections for associated information). Senior privileges may allow seniors, with written parental permission, to leave at times designated by the administration. All students **MUST** have written parental permission filed in the office and administrative permission to leave campus. Regular policies regarding attendance and tardiness to class will be in effect. Students who leave campus during the day without permission will be subject to disciplinary action up to and including suspension.

DRILLS
Regular emergency 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, face away from the building, and wait quietly until the “all clear” signal indicates they may return to their classroom.

Lock down drills and tornado drills are also practiced regularly. Students should cooperate with teacher directions which will vary with the type of drill.

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 students 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.

PARENT ALERTS
There may occasionally be a need for immediate parent notification and a system is in place at Orangewood Christian School which utilizes contact information parents have placed in RenWeb during enrollment/re-enrollment. Should there be an exigent situation (such as a lockdown recommended by law enforcement), or a school closure or schedule change based on a weather event, power failure, etc., a message will be forwarded via voice mail message and/or text message to the contact telephone numbers listed in RenWeb. Students will not be able to be dismissed during a lockdown. It is very important for parents to ensure the school has the most up-to-date information for your family in RenWeb, particularly contact telephone numbers, emergency contacts and health/insurance information.
DRIVING ON CAMPUS
Cell phone use of any kind, including texting, is not permitted when driving on campus by students or adults. Please do not park in the grass or block the driving lanes, car pool lanes, or fire lanes. Please drive slowly and obey all traffic laws and signs to ensure student, parent, and visitor safety. (High school students parking on campus must be registered at the office, pay a parking fee, and display a sticker or hang tag. See section 3 for additional information.)

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 your child's appointment 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.)
- Three doses of **Hepatitis B** vaccine series
- 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-diptheria-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. 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 Physician’s 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 Physician’s 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 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.

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.

HEALTH INSURANCE
All students are required to be covered by a valid and current health insurance policy. See RenWeb for a link to order student health insurance.
SECTION IX– GENERAL INFORMATION

AFTER SCHOOL SUPERVISION
There is no after school supervision unless a student has been enrolled in the Extended Care program. After school supervision is offered for parents who are unable to pick up their 7th – 8th grade student immediately after school. Those who need regular monthly or part-time after school care should notify the middle school office to ensure that their children are signed up for this program. Supervision can be provided from 3:10pm until 5:45pm each day. There is an additional fee for ½ days offered. Middle School Extended Care will not be offered on Friday, December 16th and Friday, May 26th.

ATHLETIC PROGRAM
The athletic program of interscholastic competition offers a student the privilege of participation in sports which may include, but are not limited to: football, soccer, volleyball, basketball, golf, baseball, tennis, track, cross-country, lacrosse, and cheerleading. Students and parents should be aware of the responsibilities of a team member before a commitment is made to that sport or team.

The Orangewood Christian School Athletic Handbook is available on the school website and on RenWeb. Athletes and parents must read the Athletic Handbook prior to participation in the athletic program. Students must maintain a 2.0 average and meet FHSAA requirements to participate.

CELL PHONES/COMPUTERS/ELECTRONIC DEVICES
While students are required to have a laptop or netbook each day, the school is not responsible for students' personal devices. See Sections XI and XII for specific middle and high school policies.

CHAPEL
Chapel is a significant part of the Orangewood Christian School program. Students are required to participate and are challenged from the Word of God to understand the Gospel of grace and to develop genuine Christian character. Parents are welcome to attend any chapel session. Guest speakers are scheduled by the school’s administration and faculty. Students are also encouraged to take leadership roles in some of the chapels.

CLUBS
All clubs must have the approval of the respective administrator and be led by an approved sponsor who is a faculty member, a school parent, or a friend of the school. NO secret clubs are permitted. Participation in club activities follows FHSAA guidelines.

LOST AND FOUND
Lost and found items will be collected and available for parent or student inspection. Periodically, unclaimed items will be given to a charitable organization.

LUNCH
Lunches and snacks will be eaten in the areas designated by the administration. Each student should bring his/her lunch every day or purchase a lunch through the upper school hot lunch program. Students may not individually order lunch from outside vendors to be delivered to campus during school hours. Lunch order forms are available through RenWeb. Students may bring snacks for the morning break. Students take turns cleaning the lunch tables; however, everyone is responsible to clean his or her own area. The student(s) on duty must report to the lunch coordinator to ensure the lunch area is clean. Failure to meet lunch duty requirement may result in disciplinary action for each day of duty missed.
MUSIC
It is our intention to instruct students to honor the Lord in all areas of life. Accordingly, music played on campus, at school-sponsored activities, including field trips and retreats and while traveling as a school group must be approved in advance by the appropriate sponsoring faculty members or administrators.

OCS NAME AND LOGO
No one may use the logo or the name of the school on any radio or television program, on a website, or in any publication or merchandise without prior written authorization in writing from the school administration.

PRAYER SUPPORT
All moms are invited to join the group of mothers who meet to pray for OCS every Tuesday at 8:15am 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.

PARENT-TEACHER COMMUNICATION
Parent-teacher conferences are held at the end of the first grading period. The purpose of these meetings is to address individual student needs and to build parent-teacher relationships.

There will be times when issues or misunderstandings arise between parents, teachers and students. For the good of all, such incidences are to be dealt with promptly and in a manner that honors Christ and others. Parents and students are encouraged to **directly** contact the teacher to schedule an appointment in an attempt to resolve any concern.

Parent-teacher conferences serve to effectively communicate the current status and future direction of a student’s progress, and operate to unite school and home all in the interest of the student. Beyond scheduled conferences, faculty members are pleased to meet with parents.

We ask that the following guidelines be followed when scheduling a conference with your student’s teacher(s):

- Please arrange a conference with your child’s teacher through the school office or by e-mail.
- **After meeting with the teacher**, the principal should be contacted if a resolution has not been achieved. The principal will then schedule a conference with the parent and the teacher.
- It is your responsibility as a parent to attempt to resolve any conflicts or problems with the teacher prior to contacting the administrator.
- Any unresolved issues can be addressed with the Executive Director and school principal after the previous steps have been followed.

**Open-Door Policy:** OCS teachers and staff are committed to supporting you and your student, 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 school principal. If there is still no resolution, please contact the Executive Director.

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.
If you believe that OCS administration have failed to act in accordance with school policy, please direct your concerns to Orangewood’s Executive Director. The Executive Director will report such cases to OCS’ School Committee and Board of Trustees. Any appeal should be submitted in writing to the Board of Trustees and should specifically address the policy in question.

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.

PARTIES AND OUT-OF-SCHOOL SOCIAL EVENTS
The school is not responsible for any party or social event that is not officially approved or sponsored by the 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. Students 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.

PROPERTY DAMAGE
If school property, vehicles, or a teacher’s personal property are damaged or destroyed by students, parents will be asked to pay for repairs or replacement. Vandalism will be dealt with as a discipline violation with consequences up to and including expulsion and law enforcement may be notified. If a student destroys another student’s personal property while on campus or during a school event, there may be a school discipline consequence. However, any arrangements made for repairs/replacements or restitution needs to be worked out primarily between the families involved.

Food and drinks (exception water) are not permitted in the building except in designated lunch areas. Chewing gum is not permitted on school campus.

SCHOOL OFFICE HOURS
The hours for the school offices are as follows:

- **Academic Year:** Monday through Friday – 7:30am to 3:30pm
  The office will not be open on school holidays.
- **Summer Hours:** Monday through Thursday - 8:00am to 4:00pm

Appointments: If you need to speak with the principal or a teacher, please call in advance and make an appointment or contact them directly through e-mail.

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 others. Upper school students are required to complete community service hours as part of their academic program.

**SPEAKERS AT SCHOOL FUNCTIONS**

No visitor or outsider may speak or perform at any OCS-sponsored program (on or off campus) unless permission is secured from administration. This includes guest speakers and lecturers in the classroom.

**TEXTBOOKS**

The registration fee covers 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 or damaged textbooks or workbooks, replacements must be ordered from the publisher, which usually takes 2-3 weeks. Parents will be billed for the total cost of replacing the books.

**Book Covers** – All hardback textbooks should be covered at all times.

**TRANSPORTATION**

Transportation for field trips and off campus events is provided by school vans and buses, or a commercial carrier, depending on the length of the trip and the number of students involved. Parents may be asked to send in a fee to cover the cost of transportation.

**VALUABLES**

Students should not bring valuables to school. Articles lost or stolen should be reported to the respective school office as soon as possible, and a police report may be filed. The school is not responsible for any personal items brought to school. Prohibited articles will be confiscated and returned at the principal’s discretion.

**VISITORS**

All visitors must enter through the main reception door and sign in at the main reception office. All visitors must be prepared to present photo identification to be scanned through the RAPTOR system. A visitors badge will be created upon approval. Only prospective students may attend classes. OCS does not allow on-campus visits by students from other schools. Former OCS students now attending another 7th-12th grade local school may not visit on campus while OCS classes are in session.

Alumni and siblings in good standing are welcome to visit during lunch. They need to sign in at the main reception office upon their arrival, and must conform to the OCS dress code.

Prospective students are welcome to attend classes for a day after making prior arrangements with the admissions office and must conform to the OCS dress code.

**VOLUNTEERS**

We appreciate our volunteers and encourage all parents to be active in school programs. All regular volunteers must submit to a background check at their own expense. All OCS volunteers must wear their name badge when on campus.

**WEBSITE**

The OCS website is [www.OCSRams.org](http://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.

YEARBOOKS
The yearbook *Rampages* is published annually and is partially subsidized by student fundraising activities and the sale of advertisements.
SECTION X– TECHNOLOGY

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 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. 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 by 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.

It is important to reiterate that bullying can also occur through the use of technology. Any incident of bullying or misconduct 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.

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, 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**

**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/](https://www.net-ref.com/)
- [HTTP://WWW.FARONICS.COM/PRODUCTS/INSIGHT/](HTTP://WWW.FARONICS.COM/PRODUCTS/INSIGHT/)

**TECHNOLOGY USE**

School computers, printers, copiers, fax machines 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.
SECTION 2—7TH-8TH GRADE POLICIES & PROCEDURES

ABSENCES
According to Florida State Law, students will not receive a completion grade for any course in which they exceed 10 absences per semester. If your child exceeds 10 absences, he/she may need to complete classroom recovery time to receive a passing grade for their course. He/she must serve 1 hour in recovery class time for each absence over 10 that they accumulate in each class. Credit recovery must be completed in order to receive a passing grade for classes in jeopardy.

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.

ACHIEVEMENT TESTS
Middle School students will take the Educational Records Bureau (ERB) standardized achievement test in the fall.

AFTER SCHOOL/LATE PICK UP POLICY
Middle school students are supervised by Orangewood Christian School faculty from the time of dismissal (2:50pm) until 3:10pm. An Extended Care program is offered from 3:10pm until 5:45pm.

Since your child’s health and welfare is of the utmost importance, OCS does not allow unsupervised students on our campus after 3:10pm. Any OCS middle school student still on campus after 3:10pm MUST be under the direct supervision of a parent, coach, club sponsor or an OCS employee.

Extended Care will be offered daily for middle school students whose parents are unable to pick them up by 3:10pm. This program is provided Monday-Friday, unless school is not in session due to a teacher workday or other event as noted on the all school calendar or otherwise announced. (For the 2016-2017 academic year, the Extended Care program will not be offered on Friday, December 16th or Friday, May 26th.)
Families who know they will require regular extended care services should notify the middle school office to obtain a registration form. Students in extended care will be charged the published extended care rate for the current school year. Any student not picked up by 5:45pm will also be assessed an additional late pick up fee of $15 for each portion of a 15 minute increment. On certain occasions in which there is a carpool situation, the driver will pay the late fee for his or her child only. Other students in the carpool relying on that driver will not be charged.

After 3:10pm Middle School students who have a High School sibling may wait together for their ride under the Bell Tower, which is supervised by an Upper Campus teacher. All other students remaining on campus after 3:10pm will be taken to the Student Center by the teacher (s) on carpool duty. A telephone contact number will be posted at the Main Office entrance and/or otherwise provided to assist parents or authorized individuals who arrive at the campus after-hours. This telephone number is very important, as the school doors are locked after hours for security reasons. The students must be signed out by the adult who picks them up, even if the parent has notified his/her child by phone they have arrived at the campus. To reiterate, no student will be allowed to leave the Student Center to meet his/her ride-authorized individuals must come in and sign out their student (s).

The only exception to this policy is if students are involved in extra-curricular activities immediately after school and are in the care and supervision of their teacher/advisor/coach. Students are not permitted to remain after school to wait for an activity that is scheduled to begin in several hours. (i.e. 5:00pm). The advisor/coach may opt to have a supervised study hall during this wait period and if so will provide supervision. Students involved in after school activities must be picked up at the designated time. The teacher/advisor/coach must remain on campus with the students until all students are picked up by a parent or guardian.

Participation in Extended Care is a privilege and will be extended only to those students who establish patterns of acceptable behavior during this time. Extended Care benefits include allowing the student to finish homework, study, or prepare for tests.

**ARRIVAL/DISMISSAL**

ARRIVAL

The middle school students should arrive between 7:20am and 7:45am. The school day starts at 7:50am. A before school supervision program is provided for an additional fee for students arriving between 7:00am and 7:15am. All students arriving before 7:15am are required to participate and parents will be automatically billed.

DISMISSAL

School is dismissed at 2:50pm. Students must remain outside the building under teacher supervision until picked up. Students who have not been picked up by 3:10pm will be taken to Extended Care.

**ATTENDANCE PROCEDURES**

**Tardy to School**

1. Students who are late to school must report to the main office with a parent to sign in and receive a pass.
2. Late students present their tardy pass to their classroom teacher.

Each unexcused tardy to school results in a demerit being issued.

**Tardy to Class**

1. THIS SECTION IS BEING WORKED ON AS OF 7/1/16

**Signing Out Procedure**
If a student needs to sign out during the school day due to illness or an appointment, parents or adults on the student’s authorized pick-up list must sign the student out through the main office.

**AWARDS PROGRAM**
The purpose of the awards program is to recognize those students who, throughout the year, have achieved academic excellence and exemplified godly character. In addition to the awards program, we periodically recognize students who exhibit exemplary Christian character.

During the spring awards program, awards will be presented in the following areas: highest honors, high honors, honors, outstanding students in specific subject areas, Christian leadership award, and miscellaneous awards. Parents are encouraged to attend.

Each month the Maitland Rotary Club recognizes one 8th grade OCS middle student. The 8th grade teachers select the student to receive this award. The parents, family, and student are invited to attend a breakfast to receive this honor and will be accompanied by the middle school principal.

The *Disney Dreamer and Doer Award* is sponsored by Walt Disney World each year. An 8th grade student is selected by 8th grade teachers and the principal. Students who are nominated exemplify the four C’s that Walt Disney himself admired: curiosity, confidence, constancy and courage. These students work to create positive changes in their community.

**CELL PHONES/COMPUTERS/ELECTRONIC DEVICES**
Cell phones and electronics, (including iPods, iWatch/smart watch, MP3 players, etc.), must be powered off and not visible upon arriving for 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 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 have the following consequences, per semester:

- The first offense results in a warning, and the phone/electronic device will be held in the school office until the end of the school day. The student will receive a written warning.
- The second offense will result in the phone/electronic device being held in the school office until the “Cell Phone Policy Agreement Form” has been signed and returned. The student will receive an after-school detention.
- The third offense will result in the phone/electronic device being held in the school office until the “Cell Phone Policy Agreement Form” has been signed and returned. The student will receive a Saturday School detention (which carries a $75 fee).
- The fourth offense will result in the phone/electronic device being held in the school office until the “Cell Phone Policy Agreement Form” has been signed and returned. The fourth offense will result in a suspension and the student’s loss of 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 phones or electronics.

Students may use the middle school office phone with teacher or administrator permission for personal calls during break and lunch periods.

Confiscated cell phones and electronics will be released to the student or parent upon signature and return of the “Cell Phone Policy Agreement Form” for each infraction. Parents are welcome to come in
to the school office and sign the form with their student as early as the end of the school day in which the cell phone/electronic was confiscated.

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.

Students must bring personal laptop/notebook computers that meet the school’s minimum specifications for use in class. OCS does not take responsibility for personal technology equipment brought to school; it may be brought only at the student’s risk. Students using personal computers are held personally responsible for any content accessed or downloaded. Discipline consequences will apply.

In the classroom, computers and tablets must be out of sight unless and until teachers direct their use for academic purposes. Teachers may also confiscate computers, tablets or other electronic devices if they are being used without the teacher’s permission or inappropriately.

COMMUNITY SERVICE REQUIREMENTS
Middle School students are required to complete 6 service hours per year (3 per semester).

Students should choose activities that serve the COMMUNITY at large rather than family members. All community service must be completed with a serving organization. We strongly encourage service with the local church. Organized and supervised service with a team, group, or business may also be acceptable. It is the responsibility of the student and the student’s parents to arrange safe and appropriate opportunities to complete service hours. Students who have participated in a mission trip or service event over the summer (beginning with June 2016) may use that to fulfill their service requirements after submitting the proper paperwork to the middle school office.

Students MUST fill out the OCS Service Hours Form and turn it into the Middle School office upon completion of their service each semester by a due date which will be communicated to the student. Failure to complete the required service will result in a failing grade for the student’s community service course. This grade shows on the report card.

COURSE CREDIT FOR HIGH SCHOOL COURSES
Credit for academic course work is given on a semester basis. A student who fails a semester must repeat that semester to earn the credit. Exam grades count as 20% of the semester average.

A middle school student taking a high school course may repeat that course for the purpose of improving subject area understanding and/or improving his or her grade point average. With prior approval from a guidance counselor, courses can be repeated through OCS summer school, online courses, or in a subsequent school year at OCS if the class is offered and it fits the student’s schedule.

Grade Replacement: Florida Virtual School (FLVS) will only allow students to repeat courses in which they received a D or F. For any virtual course, the level at which the replacement class was completed determines whether or not the grade carries honors credit. If a student replaces a grade in an honors class with a course taken at the college prep level, the point value of the replacement grade will be at the college prep level on the student’s transcript, not at the honors level of the original class.

New Course: OCS students may take a course virtually only if it is not offered during the current school year OR if it is offered and does not fit the student’s required course schedule.
COURSE FAILURE
Any Middle School student who fails English or Math for the year must successfully complete an OCS prescribed course of study over the summer. Depending on the course failed, there may be a financial cost to the family. Students who fail two or more Middle School courses for the year may be asked to withdraw from OCS.

DAILY SCHOOL HOURS
Monday thru Friday: 7:50am – 2:50pm
Half day school hours: 7:50am – 11:45am

DEVOTIONS/PRAYER
The school day begins with Bible reading and prayer. The first period teacher is responsible for planning and directing the devotion and prayer time during homeroom. Students may be scheduled to participate on a regular basis.

DISCIPLINE PROCEDURES
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.

<table>
<thead>
<tr>
<th>TOTALS</th>
<th>CONSEQUENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 demerits</td>
<td>One Hour After-School Detention Issued</td>
</tr>
<tr>
<td>10 demerits</td>
<td>One Hour After-School Detention Issued</td>
</tr>
<tr>
<td>15 demerits</td>
<td>Four Hour Saturday School Issued ($75 fee)</td>
</tr>
<tr>
<td>20 demerits</td>
<td>One-Day Suspension Issued</td>
</tr>
<tr>
<td>25 demerits</td>
<td>One-Day Suspension Issued—must be reviewed with the discipline committee</td>
</tr>
</tbody>
</table>
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.

**DRESS CODE**
Students must wear approved attire to be in accordance with dress code. See the chart on the following pages:

<table>
<thead>
<tr>
<th>Enforcement</th>
<th>Any student with a dress code violation will be provided with appropriate clothing or asked to contact parents for clothes to be brought to school. Each dress code violation will result in a demerit being issued.</th>
</tr>
</thead>
</table>
| **Tops** | • Solid color, **loose-fitting** polo-style shirts, long enough to cover the pants/shorts waistband with arms raised, are to be worn.  
  • Shirt logos may not exceed 2” x 2”.  
  • Shirts are not required to be tucked in.  
  • T-shirts with designs/slogans may not be worn over collared shirts. |
| **Bottoms** | • Students may wear **non-denim** shorts and pants in black, navy, khaki and brown.  
  • Shorts may be no shorter than 4” above the knee.  
  • Shorts and pants must be **loose-fitting**.  
  • Cargo shorts and pants are acceptable.  
  • Leggings, jeggings, pajama pants, sweatpants and gym shorts may not be worn.  
  • See attached photos for clarification of acceptable styles. |
| **Outerwear** | • Long-sleeved sweatshirts are permitted only when worn with a collared shirt.  
  • Jackets and sweaters (pull over, V-neck, crew-neck or cardigan—buttoned or zipped) are permitted when worn with a collared shirt. Hooded sweatshirts, jackets, and sweaters may be worn over a collared shirt as long as the hood is down. No offensive words, phrases, or pictures permitted.  
  • **Outerwear with a collar DOES NOT replace a collared shirt.** |
| **Shoes** | • Athletic shoes, dress shoes, or leather sandals are permitted.  
  • Heel height may not exceed 3”.  
  • Rubber flip flops and rubber sport slide sandals may not be worn. |
| **Hair** | • 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.  
  • Boys cannot wear hair “accessories”, including headbands. |
| **Hats** | • Hats or hoods may not be worn in the building or during the school day at any time. |
| **Jewelry** | • Girls may wear pierced earrings, otherwise no visible piercings are permitted, including tongue piercings, nose, lip or belly button piercing. Students may not cover piercings with band-aids.  
  • Boys may not wear any type of earrings at school or at any OCS function.  
  • Excessive jewelry or ornamentation may not be worn.  
  • Gauge earrings of any kind are not permitted. |
| **Accessories** | • Excessive jewelry, scarves, etc. may not be worn.  
• Sunglasses may not be worn in the building during the school day. |
| **Game Days** | • Players may wear team specific shirts with sleeves when all members of the team are wearing the same shirt. |
| **Jean Days** | • **Loose-fitting** denim material jeans (any color), plaid or printed shorts.  
• OCS t-shirts may be worn.  
• Solid color collared shirts only. |
| **Miscellaneous** | • In case of extreme styles, judgment will be determined by the teacher and Principal.  
• No offensive or questionable logos or pictures on any apparel are permitted.  
Discretion in this is left to the teacher and Principal.  
• Students must wear clothing appropriate for their gender. In case of extreme styles, the judgment will be determined by the teacher and Principal.  
• Swimsuits: At OCS functions where swimming occurs, girls may only wear modest one-piece suits or modest tank-tops in which the top fully covers the torso with no midriff exposed and boys may wear modest swim trunks. |

**Girls approved length and fit:**

[Images of girls approved lengths and fits]

**Boys approved length and fit:**

[Images of boys approved lengths and fits]

**DROP/ADD COURSE POLICY**

Adjustments to the student’s schedule may be made during the first two weeks of each semester. Parents and students should be aware that certain schedule changes may be difficult because of limitations within the schedule and limitations on class size.

**EXAMS**

Final exams will be administered in Math and English to students in 8th grade at the end of the semester. Exam days are half days of school for 7th and 8th grade students. The exams will be designed to cover one semester of material and will be approximately 90 minutes each. Exams will typically contain both factual recall and written essay questions. Students may bring only blank paper, pens or pencils and approved calculators to exam testing periods.
If a student does not take an exam during the regularly scheduled time, there will be a $75 proctoring fee for each exam rescheduled. This must be scheduled through the middle school office. Students cannot make arrangements with teachers. Exams may not be taken off campus. **No early exam testing will be permitted.**

Exams in Middle School courses count for 10% of the semester grade.

**FIELD TRIPS**
When we go into the community, we represent both Jesus and our school. It is expected that we will bring honor and glory to the name of Christ. If a student has behavioral problems in the classroom or in submitting to authority, he or she may be asked to remain at school instead of participating in a field trip. If a student behaves inappropriately on a trip, the parents may be required to come to the location and take the student home or to incur the cost of transportation back to the school. All students will be in dress code unless otherwise specified.

**HOMEWORK/DAILY WORK**
Students should expect an average of 60 to 90 minutes of homework per evening. Additional time may be required for honors classes. Students learn personal responsibility when they recognize that completion of homework is primarily their responsibility. Repeated, delinquent, or unfinished homework will result in lowered grades regardless of performance on tests. Parental help may be required occasionally but should not be the norm.

Homework is a necessary part of each student's education. Homework is a constructive supplement to classroom work and serves the following purposes:
- It provides additional practice and reinforcement in skill areas.
- It offers remedial work in weak areas.
- It helps to develop self-discipline and proper study habits.

Late homework/daily work assignments (NOT associated with an absence) will be penalized according to the following schedule:
- 1 day late - 50% reduction in grade
- More than 1 day late - No credit will be given

Late projects will be penalized according to the following schedule:
- 1 day late - 25% reduction in grade
- 2 days late - 50% reduction in grade
- More than 2 days late - No credit

**HONOR ROLL**
- Highest Honors 3.98-4.0
- High Honors 3.75-3.97
- Honors 3.50-3.74

**MAKE-UP WORK (DUE TO ABSENCE)**
When a student misses class time, it is his or her responsibility to contact each teacher and/or consult RenWeb regarding assignments and to reschedule quizzes, tests, or projects using the following guidelines:
a. **Sickness:** Students have one day to make up work (daily work, homework, quizzes and tests) for each full day absent due to sickness. However, projects must be handed in on the first day you return to school due to illness. It is the student’s responsibility to go to the Student Center outside of normal class time to make-up any missed quizzes and/or tests.

b. Signing in late: Students who sign in after a scheduled test (previous class period) must make-up the test the same day. It is the student’s responsibility to go to the Student Center to make-up the missed test outside normal class time.

c. Signing out early: Students who sign out before a scheduled test (later class period) must make up the test the following day. It is the student’s responsibility to go to the Student Center to make-up the missed test outside normal class time.

d. **Other absences:** Students must make up work (daily work, homework, quizzes and tests) according the rubric below. Projects must be handed in on the first day you return to school.
   a. 1 day absent – all work must be completed on the day you return to school
   b. 2-4 days absent – all work must be completed by the second day of your return to school
   c. 5 or more days absent – all work must be completed by the third day of your return to school

   It is the student’s responsibility to go to the Student Center to make-up any missed quizzes and/or tests outside normal class time.

Tests, quizzes and projects not completed within the above time frames will receive a grade no higher than 50% of the EARNED grade. Homework/daily work assignments not made up within the above time frames will be counted as a zero. At the end of each grading period all incomplete work will be calculated as a zero. Students may not miss another class in order to complete make-up tests or quizzes. A time should be scheduled in advance in the Student Center for the completion of these assessments within the time frames listed above outside normal class time.

Academic work always takes precedence over athletic practices/games and play rehearsals/performances. It is the students’ responsibility to communicate with their coaches/play director regarding the completion of required make-up work if it interferes with after school activities.
SECTION 3—9TH-12TH GRADE POLICIES & PROCEDURES

ABSENCES
According to Florida State Law, students will not receive credit for any course in which they exceed 10 absences per semester. OCS students that acquire 11 or 12 absences in a semester will need to complete credit recovery classes. Students must serve 2 hours in credit recovery sessions for each absence over 10 that they accumulate in each class. These must be completed in order to receive credit for classes in jeopardy. Students that exceed 12 absences in a class will not receive credit. See Section 1- Absences for further information.

ACADEMIC POLICIES

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, 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 that time.

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 programs sponsored by OCS.

Grade Replacement - Students who make a grade of C or lower in a class may retake the class and replace the grade. The level at which the replacement class is provided determines whether or not the grade carries honors or any additional credit. If a student replaces a grade in an honors class with a grade in a college prep class, the point value of the replacement grade will be at the college prep level, not the level at which the class was originally taken. All grade replacement requests must be approved by the Guidance Office.

Virtual Course Options:
Grade Replacement: Students may replace course grades for those in which they have earned a C or below. However, Florida Virtual School (FLVS) will only allow students to repeat courses in which they received a D or F. Therefore, other virtual school options should be discussed with the school guidance counselor. For any virtual course, the level at which the replacement class was completed determines whether or not the grade carries honors credit. If a student replaces a grade in an honors class with a course taken at the college prep level, the point value of the replacement grade will be at the college prep level on the student’s transcript, not at the honors level of the original class. An “R” will be listed
on the transcript for any repeated courses unless the course was originally taken during the middle school years.

**New Course:** OCS students may take a course virtually only if it is not offered during the current school year OR if it is offered and does not fit the student’s required course schedule.

**Homeschool Grade** - While OCS will accept previous homeschool credits and add them to a student’s transcript, students may not complete homeschool courses while enrolled at OCS.

Transfer Credit - All grades are transferred at letter value. Scholastic work accomplished through homeschooling will be evaluated on a case-by-case basis, and transcripts will indicate where each grade originated.

Transcripts - Requests for transcripts are made through the student’s Naviance account, and must include the mailing address of the recipient. All accounts must be paid before transcripts will be released or transferred.

**ACHIEVEMENT TESTS**
Freshmen, sophomores, and juniors take the PSAT/NMSQT test in October. Juniors and seniors should also plan to register and take the SAT and ACT exams. Registration is completed online at [www.collegeboard.org](http://www.collegeboard.org) or [www.actstudent.org](http://www.actstudent.org). Questions regarding the results should be directed to the guidance department. **The school code number is 100989.**

**ADVANCED PLACEMENT (AP) COURSES**

**National Exam:** All AP students are required to take the national AP exam in May in order to earn AP credit. A fee of approximately $110 per course will be charged to the student’s account at the beginning of second semester.

**Drop / Add:** Students requesting AP courses must notify the guidance office of any changes in their AP course requests by the last day of the previous school year; otherwise a “W” will show on the transcript for the first semester grade. AP course withdrawals can also take place at the end of the first semester, with guidance and teacher approval.

**Final Exams:** AP students must take both a mid-year and a final exam for the course. Juniors in traditionally senior level AP classes (AP Chemistry, AP Biology, AP Psychology, AP Calculus) will take those exams during the senior exam dates.

**Post AP exam attendance:** AP students must attend class until they have completed their OCS final exam.

**Summer Reading:** Some AP classes require summer reading and writing. We encourage students to attend the summer sessions (if available) in order to stay on top of their summer requirements.

**CELL PHONES/COMPUTERS/ELECTRONIC DEVICES**

Cell phones and electronics, (including iPods, iWatch/smart watch, MP3 players, etc.), must be powered off and not visible upon arriving for 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 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 have the following consequences, per semester:

- The first offense results in a warning, and the phone/electronic device will be held in the school office until the end of the school day. The student will receive a written warning.
- The second offense will result in the phone/electronic device being held in the school office until the “Cell Phone Policy Agreement Form” has been signed and returned. The student will receive an after-school detention.
The third offense will result in the phone/electronic device being held in the school office until the “Cell Phone Policy Agreement Form” has been signed and returned. The student will receive a Saturday School detention (which carries a $75 fee).

The fourth offense will result in the phone/electronic device being held in the school office until the “Cell Phone Policy Agreement Form” has been signed and returned. The fourth offense will result in a suspension and the student’s loss of 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 phones or electronics.

Confiscated cell phones and electronics will be released to the student or parent upon signature and return of the “Cell Phone Policy Agreement Form” for each infraction. Parents are welcome to come in to the school office and sign the form with their student as early as the end of the school day in which the cell phone/electronic was confiscated.

Students may use the high school office phone with teacher or administrator permission for personal calls during break and lunch periods.

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.

Students must bring personal laptop/notebook computers that meet the school’s minimum specifications for use in class. OCS does not take responsibility for personal technology equipment brought to school; it may be brought only at the student’s risk. Students using personal computers are held personally responsible for any content accessed or downloaded. Discipline consequences will apply.

In the classroom, computers and tablets must be out of sight unless and until teachers direct their use for academic purposes. Teachers may also confiscate computers, tablets or other electronic devices if they are being used without the teacher’s permission or inappropriately.

CLASS RINGS
School rings may be ordered in the fall for 11th and 12th grade students. Specific information will be distributed to students prior to the date of ordering.

COMMUNITY SERVICE REQUIREMENTS
Freshman and sophomores are required to complete 10 service hours per year (5 per semester). Juniors and seniors are required to complete 12 service hours per year (6 per semester).

Students should choose activities that serve the COMMUNITY at large rather than family members. All community service must be completed with a serving organization. We strongly encourage service with the local church. Organized and supervised service with a team, group, or business may also be acceptable. It is the responsibility of the student and the student’s parents to arrange safe and appropriate opportunities to complete service hours. Students who have participated in a mission trip or service event over the summer (beginning with June 2016) may use that to fulfill their service requirements after submitting the proper paperwork to the guidance department.
Students MUST fill out the OCS Service Hours Form and turn it into the testing center upon completion of their service each semester by a due date which will be communicated to the student. Failure to complete the required service will result in a failing grade for the student’s community service course. This grade shows on the report card and will be calculated into the student's GPA.

PLEASE NOTE: The Florida Bright Futures scholarship program requires community service for both the Florida Academic and Medallion scholarships. Students must complete 100 service hours for the Florida Academic scholarship and 75 service hours for the Florida Medallion during their high school years. The student is responsible to record all additional hours with the guidance department.

COURSE CREDIT
Credit for academic course work is given on a semester basis. A student who fails a semester must repeat that semester to earn the credit. Exam grades count as 20% of the semester average.

COURSE SELECTION/SCHEDULE
The OCS Curriculum Guide provides course descriptions and academic options as a resource to assist students and parents in deciding which program of study to pursue. You may request a copy of this guide from the high school office or the guidance department. It is also available on RenWeb.

The guidance department offers counseling for course selection and scheduling to ensure the completion of graduation requirements. Priority in scheduling will be given to seniors first, then juniors, etc.

Schedule changes - Each student's course selection is the result of a careful decision made after consultation with teachers, department heads and school advisors. Schedule changes may be made only if deemed necessary after review by the guidance counselor. A schedule change form may be obtained from the guidance department and must be signed by the required parties before the change can be made. If a student withdraws from a class after the drop-add period, a “W” will show on the transcript as the original class grade.

Adjustments to the student schedules for both first and second semesters may be made not only during the announced drop/add period at the beginning of the first semester (see school announcements for specific dates), but also during the summer (via email) after schedules are released. Schedule changes due to insufficient grades at the end of a grading period may take place after these drop/add dates with guidance and teacher approval. Students who drop courses after this time period will receive a Withdrawn (W) on their transcript and will not receive credit for the dropped class. Parents and students should be aware that schedule changes might be impossible because of limitations within the schedule as well as limitations on class size.

DAILY SCHOOL HOURS
Monday – Friday: 7:35am – 2:35pm
Half day: 7:35pm – 11:35am
The Student Center is open daily until 5:45pm

DANCES/DANCING
At school functions where dancing is permitted, students must dress and dance appropriately and respectfully (please see dress code guidelines). Only face-to-face dancing will be permitted. Inappropriate dancing will not be tolerated. Dancing in an inappropriate manner will result in the student being asked to leave the activity and will result in school discipline.
Students will sign in and out of the dance and they will not be allowed re-admittance upon departure. They must remain in the designated areas only. They are not to use or bring alcohol, firearms, or illegal substances. Students may be breathalyzed upon entry to the dance.

**DISCIPLINE PROCEDURES, 9TH-12TH GRADE**

Incidences of student misconduct will be managed by the faculty and administrators. Students are held accountable for their behavior in and out of school because Christian life is integrated within all areas of our lives. It is the responsibility of the faculty and administration to consistently enforce the school standards of conduct. The importance of loving, yet consistently firm, discipline is both biblical and necessary for a quality educational program. Incidents of bullying should be reported immediately to the respective principal.

Below is the discipline procedure for 9th-12th grade:

- Teachers will explain school and classroom guidelines at the beginning of the school year.
- Teachers will deal with those who are causing a problem or are in violation of classroom and/or school rules.
- The Dean of Students is responsible for processing student behavior violations, assigning consequences and notifying students and parents of student behavior violations and consequences.
- One (1) major or three (3) minor behavior violations in a semester will result in an After-School Detention. On the third (3rd) behavior consequence, a four-hour Saturday school detention will be assigned. After the second (2nd) Saturday School detention, the next discipline consequence will result in an out-of-school suspension. A Discipline Committee review will be convened to determine if the student will be dismissed. The discipline review committee is comprised of the Dean of Students, administrators, and guidance counselors. An attorney, pastor, counselor, or law enforcement officer may be consulted, depending on the nature of the issue.
- Saturday School detentions and suspensions may be assigned directly for any significant behavior issues. Any student behavior that endangers other students' or teachers' safety will result in immediate suspension or expulsion.
- If a student receives a suspension during the course of a school year, a discipline review committee may meet to determine the student’s continued enrollment at OCS.
- The Discipline Committee will meet twice each year (in December and in May) to review all student discipline. Any student who accumulates an excessive number of discipline issues will go before the committee for review. A student under review may face consequences ranging from Behavioral Probation for the upcoming semester to dismissal from OCS.
- All discipline is cumulative and is recorded in RenWeb.

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

**Detentions**

- As a consequence, within a semester, for a single major behavior violation (disrespect to a teacher or another student, insubordination, cheating on a homework/class work assignments, inappropriate language or behavior, etc.) or the accumulation of 3 minor violations (chewing gum, having food or drink in the building (except water), minor classroom disruption, dress code violation, etc.), a student will be assigned a One-Hour After-School Detention.
As a consequence, within a semester, for the accumulation of three (3) tardies to class, a student will be assigned a Detention.

While consequences are incurred for tardies to class, they are not considered Behavior Violations and are calculated separately from other behavior violations.

Detentions are served on the earliest possible date after the infraction and take place from 2:45pm – 3:45pm on Tuesday and Thursday. The Dean of Students will complete a detention referral in RenWeb for each detention given. A copy of the referral will be emailed to parents.

Other Discipline Procedures

Items which will be confiscated and returned at the discretion of the administration: Cell phones, , Smart Watches/iWatch, iPods, CDs, tapes, radios, hats, computers, MP3 players and any other electronic and/or sound-generating device.

Items that will be confiscated and not returned: Guns, knives, weapons, drugs, tobacco, alcohol, and any other illegal, distracting, or dangerous object.

Some of the offenses that may require Saturday School Detention, Suspension or Expulsion: Skipping school, leaving campus, blatant disrespect, cheating on major assessments, bullying and/or sexual harassment. Tobacco use or possession, alcohol use or possession, drug use or possession, weapon use or possession, vandalism or destruction of property, stealing, assault, viewing or possessing pornography or sexually explicit materials. Infractions and discipline detentions accumulate for the semester. Students receiving a suspension for any reason will enter a probationary state for the rest of the school year.

Dress Code Violations
Students whose clothing is not within dress code guidelines will be sent home immediately to change into dress code appropriate clothes and will be issued a Behavior Violation.

Tardy to school: School begins at 7:35am. A warning bell is issued at 7:30am to cue students to report to Morning Start. After the 7:35am bell, any late student must report to the main office to receive a pass to Morning Start. These students are considered late to school. Students who report to school between 7:45am and 8:05am are considered late to school and must report to the main office to receive a pass to first hour. Students that are present in Morning Start but do not get to first hour in a timely manner may be marked tardy to first hour by their teacher. Any student reporting to school after 8:05am will be considered absent first hour. A record of absences and tardies for each student will be kept in Renweb.

- 1st – 2nd tardies are a grace period, no penalty is incurred.
- Upon being tardy three times, the students will receive a detention.
- Upon being tardy six times the student will receive a detention.
- Upon being tardy nine times (and each additional third time) the student will receive a 4-hour Saturday School Detention at the cost of $75.
- The tardy count restarts at the beginning of each semester.

Tardy to class: Students not prepared to begin class when the bell rings will be issued a tardy. This includes not having proper materials or homework, as well as being late. A tardy to class is considered a minor infraction.
**DRESS CODE – HIGH SCHOOL**

Students must wear approved attire to be in accordance with dress code. See the chart below for dress guidelines:

<table>
<thead>
<tr>
<th>Enforcement</th>
<th>Students whose clothing is not within dress code guidelines will be sent home immediately to change into dress code appropriate clothes and will be issued a behavior violation.</th>
</tr>
</thead>
</table>
| **Tops/Girls** | • All shirts must have collars. Shirts must not be tight fitting and must be long enough to cover the pants waistband when arms are raised.  
• All collared shirts must button fully and comfortably so as not to gap in any way. Shirts should be buttoned appropriately. The top button may be left open.  
• Sheer or see-through clothing is not permitted (examples: sheer or see-through mesh, lace, very thin material, spandex etc.) If you can see your hand when you hold it underneath your shirt, it is too sheer.  
• T-shirts may not be worn.  
• Tank tops, camis, and spaghetti-strap tops may be worn under dress code shirts as long as the dress code shirt is buttoned completely. Collared shirts may not be worn as “over-shirts,” they must be buttoned appropriately.  
• Girl’s shirts should be modest with no cleavage showing. |
| **Tops/Boys** | • All shirts must have sleeves and collars.  
• T-shirts may not be worn.  
• Shirts must be buttoned appropriately. The top button may be left open. |
| **Bottoms/Girls** | • Pants, shorts, and jeans are to be neat (no rips, frays or holes), clean, hemmed and worn properly above the hips.  
• Pants may not be excessively tight or baggy. Low riders are not permitted.  
• Athletic pants, athletic shorts, leggings/jeggings, spandex or excessively stretchy material, and flannel pants are not permitted (i.e. warm-ups, sweatpants, baseball pants, spandex biking pants, etc.).  
• Shorts must be Bermuda length, no more than 4 inches from center of the knee. No other type of shorts may be worn.  
• Capri length pants are acceptable.  
• Skirts and dresses are not permitted.  
• Overalls are not permitted. |
| **Bottoms/Boys** | • Pants, shorts, and jeans are to be neat (no rips, frays or holes), clean, hemmed and worn properly at the waist.  
• Athletic pants (i.e. warm-ups, sweatpants, baseball pants, spandex biking pants, etc.), athletic shorts and flannel pants are not permitted.  
• Pants and shorts may not be excessively baggy or excessively tight.  
• Shorts must be Bermuda length, no more than 4 inches from center of the knee. No other type of shorts may be worn. |
<table>
<thead>
<tr>
<th>Category</th>
<th>Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overalls</td>
<td>• Overalls are not permitted.</td>
</tr>
</tbody>
</table>
| Outerwear      | • Long-sleeved sweatshirts are permitted only when worn with a collared shirt.  
• Jackets and sweaters (pull over, V-neck, crew-neck or cardigan--buttoned or zipped) are permitted when worn with a collared shirt. Hooded sweatshirts, jackets, and sweaters may be worn over a collared shirt as long as the hood is down. No offensive words, phrases, or pictures permitted. |
| Shoes          | • Athletic shoes, dress shoes or sandals are permitted.                                                                                                                                               |
| Hair           | • Hair is to be neatly groomed and clean; God-given colors only.  
• For boys, hair must not obscure vision and cannot be longer than the base of the earlobe or touch the top of the collar.  
• For boys, ponytails, dreadlocks, cornrows, mohawks, and braided hair are not permitted. Hair pulled back by any hair accessory is not permitted.  
• Regarding facial hair: students must be cleanly shaven at all times. Sideburns may not extend below the earlobe. |
| Hats           | • Hats or hoods may not be worn in the building or during the school day at any time.                                                                                                                   |
| Jewelry        | • Girls may wear pierced earrings, otherwise no visible piercings are permitted, including tongue piercings, nose, lip or belly button piercings. Students may not cover piercings with band-aids.  
• Boys may not wear any type of earrings, including clear, at school or at any OCS function. Boys may also have no visible piercings (or cover them with bandaids), including nose, lip, belly button or tongue.  
• Excessive jewelry or ornamentation may not be worn.  
• Gauge earrings of any kind are not permitted. |
| Accessories    | • Sunglasses may not be worn in the building during the school day.  
• Visible tattoos of any manner are not permitted. |
| Game Days      | • Players may wear team specific shirts with sleeves with all members of the team wearing the same shirt.                                                                                               |
| Dress Down Days| • The students will have occasional dress down days when they can wear OCS t-shirts. This refers to an “official” OCS t-shirt issued by the school.                                                            |
| Dress for Dances/Girls | • Dresses must not be any shorter than 4” above the knee. Because we recognize that this may be a challenge for some of the taller girls, an alternate measurement of at least 4” below fingertip length will be considered for those students.  
• Dresses may be halter or strapless, as long as the neckline is modest; no excessive cleavage is allowed.  
• backs may not be any lower than the elbow when elbows are bent at the side.  
• Midriffs must be covered. |
Girls approved length and fit:

- Dresses may not have cut outs.
- Slit (formal dress) no higher than knee area.
- Dresses may not be excessively tight in appearance. Please keep this in mind when selecting the fabric of the dress.
- All dresses must be of moderate and appropriate taste. Any student in attire that is deemed excessive or inappropriate will not be allowed to enter the dance.
- Homecoming Dance – Dress is semi-formal. Modest long or short dresses.
- Prom – Dress is formal. Long gowns.

Boys approved length and fit:

- Prom – Dress is formal. Suits with tie or tuxedo.

<table>
<thead>
<tr>
<th>Dress for Dances/Boys</th>
<th>Miscellaneous</th>
</tr>
</thead>
<tbody>
<tr>
<td>• In case of extreme styles, judgment will be determined by the teacher and administrator.</td>
<td>• In case of extreme styles, judgment will be determined by the teacher and administrator.</td>
</tr>
<tr>
<td>• Shirts: Shirts are not required to be tucked in.</td>
<td>• Shirts: Shirts are not required to be tucked in.</td>
</tr>
<tr>
<td>• Swimsuits: At OCS functions where swimming occurs, girls may only wear modest one-piece suits or modest tank-ins in which the top fully covers the torso with no midriff exposed and boys may wear modest swim trunks.</td>
<td>• Swimsuits: At OCS functions where swimming occurs, girls may only wear modest one-piece suits or modest tank-ins in which the top fully covers the torso with no midriff exposed and boys may wear modest swim trunks.</td>
</tr>
<tr>
<td>• No offensive or questionable logos or pictures on any apparel are permitted. Discretion in this is left to the teacher or administrator.</td>
<td>• No offensive or questionable logos or pictures on any apparel are permitted. Discretion in this is left to the teacher or administrator.</td>
</tr>
<tr>
<td>• Students must wear clothing appropriate for their gender. In case of extreme styles, the judgment will be determined by the teacher and/or administrator.</td>
<td>• Students must wear clothing appropriate for their gender. In case of extreme styles, the judgment will be determined by the teacher and/or administrator.</td>
</tr>
</tbody>
</table>

DRIVING TO SCHOOL

Students who possess a valid Florida driver's license may apply for a parking permit to park on school property. Parking permits are required to park on school property and are available in the high school office for a fee of $30 per car, with a maximum fee of $60 per family. Parking permits need to be renewed each year. Parking is limited with priority given to seniors first, then juniors, sophomores and freshman. Cars are off-limits during the day. Leaving the building without permission will result in a major infraction- going to a car will result in an additional major infraction. No car passes will be issued during the day.

Students parked in the “no student parking” areas (handicapped parking, faculty parking or visitor parking) will be given a behavior violation write-up. Students who park in these areas a second time will lose their driving privileges for a period of two weeks.
A student may ultimately have his or her parking privileges suspended if he/she fails to observe the off-limits rule, basic rules of driving etiquette and safety, or for other causes as deemed necessary by the administration. All drivers on campus must refrain from cell phone usage of any kind including texting while driving.

DROP/ADD COURSE POLICY
Adjustments to the student schedules for both first and second semesters may be made not only during the announced drop/add period at the beginning of the first semester (see school announcements for specific dates), but also during the summer (via email) after schedules are released. Schedule changes due to insufficient grades at the end of a grading period may take place after these drop/add dates with guidance and teacher approval. Students who drop courses after this time period will receive a Withdrawn (W) on their transcript and will not receive credit for the dropped class. Parents and students should be aware that schedule changes might be impossible because of limitations within the schedule as well as limitations on class size.

DUAL ENROLLMENT (DE) COURSES
Students must continue to enroll in a minimum of 5 courses at OCS and must schedule their DE classes outside of OCS school hours.

OCS dual enrollment courses are offered through Valencia College or Seminole State College. A student taking a DE course is enrolled as a student in that college.

In order to enroll in a dual enrollment class, the student must be a rising junior or senior, at least 16 years of age, and have at least a 3.0 GPA. Students are responsible for meeting admissions deadlines. Visit http://valenciacollege.edu/dual/ or http://www.seminolestate.edu/early-college/ for details. Dual enrollment courses will weigh one additional point in the OCS high school GPA calculation.

NOTE: THE GRADE EARNED IN THE DUAL ENROLLMENT COURSE WILL BE LISTED ON BOTH THE STUDENT’S HIGH SCHOOL AND COLLEGE TRANSCRIPT.

Enrollment in a dual enrollment course begins the student's college transcript and it cannot be removed. The grade in a dual enrollment course is not weighted on a college transcript; therefore, if students receive C's, they will start their college careers with a 2.0 GPA. Most colleges require a 2.5 or higher college GPA in order to be accepted. The DE grade also may impact the Florida Bright Futures scholarship eligibility requirement during college.

Students must request that Valencia or Seminole send official transcripts to the college that they will be attending. Students must be aware of the withdrawal deadlines. If students withdraw from a course, they will receive a "W" on their transcript and will only have one more chance to retake this course in college.

EXAMS
While end-of-semester half days are scheduled in the 2015-2016 academic calendar, each academic department will decide how to use the week to assess students for the semester. Students will be notified of exam expectations by their core teachers.

If a student does not take an exam during the regularly scheduled time, there will be a $75 proctoring fee for each rescheduled exam. This must be scheduled through the high school office. Students cannot
make arrangements with teachers. Exams may not be taken off campus. **No early exam testing will be permitted.** (See “Senior Privileges” Section for certain exemptions for seniors.)

Exams count for 20% of the semester grade.

**GRADUATION/COMMENCEMENT ACTIVITIES**
Seniors **MUST** attend all commencement activities. Failure to attend graduation rehearsal can result in restriction from participation in the graduation ceremony. All tuition, fees, dues, and other obligations **MUST** be paid in full before a senior may receive their diploma and final transcript. A graduation fee is required of each senior to cover the costs of the graduation ceremony, including cap and gown and mailing of transcripts. It does not cover the cost for graduation announcements and invitations.

OCS acknowledges a valedictorian and a salutatorian based on the following criterion:
- Christian testimony and service
- Attitude and work ethic
- Grade point average – for academic courses only
- Full-time OCS student during his or her junior and senior year
- Only OCS credits are used in calculation

Students may participate in OCS graduation exercises if all OCS graduation requirements have been met prior to the graduation ceremony. Students under school discipline may not participate in the graduation ceremony.

**HOMEWORK GUIDELINES**
Homework given at OCS is a part of the teaching-learning process. It provides practice and review and prepares students for upcoming classes. At times, homework takes the form of independent study as in report preparation or through special projects. High school students should expect up to two hours of homework per school night. Extra time may be required for test preparation, special projects, or honors or advanced placement classes.

Homework is due as assigned.

- If students are absent, homework assigned prior to their absence is due upon their return unless accompanied by a physician’s note.
- Homework assigned during their absence is given one day grace for every day they were absent.

**HONOR GRADUATES**
Grades through the first semester of the senior year are used in this computation. Seniors with a final cumulative GPA of 3.5 and above will graduate with honors.

Due to the small size of the graduating class, Orangewood does not publish the rank of its students.

**HONOR ROLL**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Highest Honors</td>
<td>4.0 and above</td>
</tr>
<tr>
<td>High Honors</td>
<td>3.75-3.99</td>
</tr>
<tr>
<td>Honors</td>
<td>3.50-3.74</td>
</tr>
</tbody>
</table>
LUNCH
Each student should bring his lunch every day or purchase a lunch from the lunch vendor. Students may not individually order lunch from outside vendors to be delivered to campus during school hours. Lunch order forms are available through RenWeb or may be picked up in the high school office on a monthly basis. Lunch should be eaten in the fellowship hall, at the picnic tables or in the prayer garden. Students may not eat in the halls or classrooms of the upper school buildings or on the pavement outside the buildings.

MAKE-UP WORK
When a student misses class time, it is his or her responsibility to contact each teacher and/or consult RenWeb regarding assignments and to reschedule quizzes, tests, or projects using the following guidelines:

a. Sickness: Students have one day to make up work for each full day absent due to sickness. However, if a student was present the day before a test, project or quiz the student is expected to complete these on the day of his/her return. It is the student’s responsibility to go to the Testing Center to make-up the missed test outside normal class time.

b. Signing in late: Students who sign in after a scheduled test (previous class period) must make-up the test the same day. It is the student’s responsibility to go to the Testing Center to make-up the missed test outside normal class time.

c. Signing out early: Students who sign out before a scheduled test (later class period) must make up the test the following day. It is the student’s responsibility to go to the Testing Center to make-up the missed test outside normal class time.

d. Other absences: Students must make up all work (including projects, tests and quizzes) on the day of their return. It is the student’s responsibility to go to the Testing Center to make-up the missed test outside normal class time.

Work not made up within these timeframes will be counted as a zero. Students may not miss another class in order to complete make-up tests or quizzes. A time should be scheduled in advance in the Student Center for the completion of these assessments within the timeframe listed above outside normal class time.

Academic work always takes precedent over athletic practices. Students are required to communicate with their coaches regarding the completion of required make-up work if it interferes with practice times.

NATIONAL HONOR SOCIETY
Membership in National Honor Society speaks to a student’s scholastic and leadership ability and his/her willingness to serve our school and community. This honor recognizes a student’s achievements and entering into membership displays a student’s commitment to continued excellence.

To be eligible, a student must be in the 10th through 12th grade, be in attendance 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 NHS member when a letter is sent from the previous school.

Selection to National Honor Society begins with a student’s cumulative grade point average. Only students with a 3.5 GPA at the time of selection may be considered for membership. These students must then complete the Student Application for NHS. This information is used to support a student’s
candidacy for selection. Teacher Evaluation Forms and Letters of Recommendations are also part of the process. Applications are due by the deadline and no late applications will be accepted.

Information from students and faculty members is then given to a five-member committee who has been advised in the selection procedures and is committed to be fair, nondiscriminatory, and consistent. This group, comprised of the NHS advisor, the high school guidance counselor, an administrator, and two faculty members read the information forms and teacher evaluations. The council must then vote by majority rule on whether or not to admit the student into National Honor Society. For any student who is not admitted, the council will document the reasons for which the student did not qualify.

Students who do not receive membership are encouraged to apply for selection the next year, noting the recommendations and evaluations of the committee. Detailed selection procedures, requirements, and forms are available in the high school front office or from the National Honor Society advisor.

SENIOR PRIVILEGES
Members of the senior class may be granted certain privileges to be determined jointly by their officers and the administration. The continuation of senior privileges depends upon the ability of the class members to accept the responsibilities that necessarily accompany additional privileges. Misconduct of individuals may result in the revoking of senior privileges.

Senior Lunch Privilege: Seniors may leave campus for lunch as designated by the high school administration. Completed permission form/release must be on file in the office.

Exam Exemption: Seniors may be exempt from exams for each semester in a class in which they have an “A” (90-100) average. Seniors must apply for this exemption. Exam exemption forms must be obtained by the student and signed by the subject teacher and turned in to the high school office.

Senior Skip Day: Orangewood Christian School does not allow a Senior Skip Day.

Senior Prank: Seniors may not plan or implement a senior prank. OCS has a “no tolerance” policy toward senior pranks and vandalism. The school’s alarm system goes directly to the Maitland Police Department. No OCS staff member will intervene in any action by the police. Penalties for offending students may include out-of-school suspension, expulsion, or restriction from the graduation ceremony.

STUDENT GOVERNMENT
Student government is a service organization that will:

1. Work to involve the students in activities that will better themselves, their school and their community.
2. Work to develop school spirit, school pride and morale among the students.
3. Organize and conduct school, social and recreational functions.
4. Provide various activities through which the students may grow spiritually.
5. Work to develop leadership within the organization and within the student body.
6. Further the general welfare of the entire school.
ACKNOWLEDGEMENT FORM

7-12th grade 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 have familiarized myself with OCS 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 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

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