



# ORANGEWOOD<sup>™</sup> CHRISTIAN SCHOOL

Parent/Student Handbook

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

Lower School Campus  
1221 Trinity Woods Lane  
Maitland, FL 32751

Upper School Campus  
1300 West Maitland Boulevard  
Maitland, FL 32751

# OCS Parent/Student Handbook

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## **SECTION I - ALL SCHOOL**

### **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**

- 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.
- Each human being is created in the image of God, thus having worth, dignity, and purpose to glorify God and to enjoy Him forever.
- Each student is a unique creation, whose individual gifts and talents are to be discovered and developed, spiritually, intellectually, physically, socially, and emotionally.
- 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.
- The educational environments shall be excellent in quality and in diversity, teaching academics, technology, fine arts and athletics from a reformed, Christian perspective.
- 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.

- 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.
- 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**

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

### **School Motto**

To know Christ and to make Him known

### **School Hymn**

#### ***May the Mind of Christ My Savior***

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

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

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

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

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

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

**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.

**ACADEMICS****Academic Dishonesty (Cheating)**

As academic integrity is paramount to the highest level of success for all students, cheating of any kind will not be tolerated at OCS.

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



- **Plagiarism:** Students may incorporate material into their work (e.g. homework assignments, research papers, etc.) only when crediting the source. Incorporating any portion of another's published or unpublished work without attribution is strictly prohibited and will be treated as cheating.
- **Copying class assignments:** Incorporation of 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.
- **Failure 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 cheating.

### **Accreditation**

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

### **Educational Services**

OCS understands that students possess different learning styles. The Educational Services Program provides support to qualifying students in need of additional assistance to help them succeed in the regular classroom environment.

Parents may be required to obtain a full educational evaluation by a licensed school psychologist if learning differences or attention problems are suspected, or classroom interventions are being requested.

**Lower School:** The educational services program provides early intervention to assist students who may have difficulty with reading, math, spelling, or written expression. A variety of reading and writing intervention programs are utilized. In addition, a study skills program for 4th-5th grades is designed to advance classroom success by developing and reinforcing organizational, study, and test taking skills. Students are scheduled for individual or small group sessions. Enrollment is based on availability for qualifying students at an additional cost.

**Upper School:** 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.

### **Grading**

Grade or course placement of any student enrolled in OCS is at the discretion of the division Principal. This decision may be based on developmental readiness, entrance test evaluation, most recent

achievement test scores, previous report cards, previous credits earned, and/or attitude toward school work.

FACTS (RenWeb) is the web-based school-family communication used at OCS (<https://logins2.renweb.com/Logins/ParentsWeb-Login.aspx?>). FACTS (RenWeb) is also available as a smart phone app. Teachers post grades, homework, and news weekly. Please check your student's account regularly. FACTS (RenWeb) will be disabled when there is any outstanding financial obligation. Please contact the finance department for specific information.

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

**K4, TK, and Kindergarten:** Outstanding (O), Satisfactory (S), and Needs Improvement (N) are used in place of A-F grade letters.

Report card grades and honor roll will be computed on a four-point scale, based on OCS courses only. GPA will be computed on all cumulative grades. Instructions to view report cards will be emailed to families quarterly. Family accounts must be up to date in order to receive report cards or access grades through FACTS (RenWeb). Records will not be released for students if there is an outstanding account balance.

|                |                |
|----------------|----------------|
| Highest Honors | 4.00 and above |
| High Honors    | 3.75-3.99      |
| Honors         | 3.50-3.74      |

All classes will use "mixed" grading (weighted categories and points within each category). The three broad grading categories:

- **Major Learning Assessments (MLA):** large summative assessments such as tests, projects, papers
- **Learning Activities (LA):** formative assessments graded for accuracy/quality not just completion
- **Classwork/Homework (CW/HW):** practice, participation, enrichment, completion work

Category weighting varies by division and department.

The goal of reporting grades is 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.

The following codes may be used in the grade fields until the grade is entered:

- **E (excused):** The student is not required to turn in the assignment.
- **P (pending):** The student has submitted the assignment but it is not yet graded.
- **M (missing):** The student has not submitted the assignment for some reason.

**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 triggers an automated email home. The purpose of the email and temporary zero of an **M** is

not to be harsh or critical. Rather, they are meant to be helpful reminders so missing work is not forgotten.

A blank field means the assignment has not yet been collected from the class.

**Lower School Academic Support:** 4th-5th grade students are 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 2.0.

The Principal 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 the end of the quarter (marking period), students who have achieved a minimum GPA of 2.0 and who have no grades of "F" or no 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, the Principal will determine if sufficient progress has been made to continue with the contract goals, or if OCS 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 OCS. No tuition refund will be made.

**Upper School Academic Support:** Academic support for students will include parents, teachers, administration, and the school counseling office. We will strive to support students early in the grading period and offer tools and suggestions for academic improvement. We may ask parents/guardians to meet with us in order to be sure we are all supporting the student to the best of our ability.

If a student fails to make sufficient progress, the administration will meet with the family to discuss if OCS is the best educational setting for the student.

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

**Upper School Grade Replacement:** Orangewood Christian School adheres to the same policy regarding grade replacement as set forth by the Florida Department of Education (FLDOE). For High School students, section 1003.4282(5), F.S., specifies that forgiveness policies for required courses shall be limited to replacing a grade of "D" or "F," or the equivalent of a grade of "D" or "F," with a grade of "C" or higher, or the equivalent of a grade of "C" or higher, earned subsequently in the same or comparable course. Forgiveness policies for elective courses shall be limited to replacing a grade of "D" or "F," or the equivalent of a grade of "D" or "F," with a grade of "C" or higher, or the equivalent of a grade of "C" or higher, earned subsequently in another course. The only exception to these forgiveness policies shall be made for a Middle School student who takes any High School course for High School credit and earns a grade of "C," "D," or "F" or the equivalent of a grade of "C," "D," or "F." In such case, the grade may be replaced.

Students may take virtual courses for grade replacement with the approval of the school counseling office.

***Beginning with the class of 2023, grades replaced on a transcript will be indicated with an asterisk next to original grade and annotation that the grade was replaced. The higher grade will factor in the student's GPA. Per the FLDOE standards, this rule will not apply to High School courses that are taken in Middle School and remediated in High School (i.e. Spanish I, Algebra I and Latin I). Middle school grades replaced will not be viewable on a High School transcript.***

**Progress Reports/Report Cards:** Academic grades are available on FACTS (RenWeb) reporting the student's progress in every subject. Teachers update each student's FACTS (RenWeb) account regularly. Please check these reports carefully and discuss them with your child. Access to FACTS (RenWeb) may be disabled for past due accounts.

Report Cards are issued four times a year, at the end of each nine-week quarter. Students are evaluated according to their mastery of the skills and content presented.

### **Homework**

Teachers post all assignments on FACTS (RenWeb). Regular homework is a part of the academic program at OCS. Students should be able to complete their homework with minimal help from parents; however, parents should supervise students as needed to ensure that all homework is completed and assist if necessary.

**Lower School:** A small amount of homework is required in the primary grades. Additional remedial help in spelling, math, reading, etc. may be necessary for some students. Teachers send home weekly homework notices with the younger students, grades Kindergarten through 2nd. On occasion, teachers will request parental help with a special project or school activity. Homework on the weekend will be the exception, not the rule.

#### **Late Homework Policy for 5th Grade**

Late assignments will be penalized according to the following schedule:

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

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

**Upper School:** When a student misses class time, it is his/her responsibility to contact each teacher and/or consult FACTS (RenWeb) regarding assignments and scheduling of quizzes, tests, or projects. Students may not miss another class in order to complete make-up assessments. Academic work always takes precedence over athletic practices. Students are expected to communicate with their coaches regarding the completion of required make-up work if it interferes with practice times.

- Students have one day to make-up work for each full day absent due to illness. 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 make-up a missed assessment outside of the normal class time.

- Students who sign in after a scheduled test (previous class period) are expected to make-up the test the same day. It is the student's responsibility to make-up a missed assessment outside of the normal class time.
- Students who sign out early before a scheduled test (later class period) are expected to make-up the test the following day. It is the student's responsibility to make-up a missed assessment outside of the normal class time.

**High School:** Work not made up within these time frames will be counted as a zero.

**Middle School:**

- Late homework/daily work assignments will be penalized by a 50% reduction in grade for one day late and no credit beyond one day late.
- Late projects will be penalized by a 25% reduction in grade for one day late, a 50% reduction in grade for two days late, and no credit for more than two days late.
- Tests and quizzes not completed within the time frames stated above in the make-up work guidelines for absences will receive **a grade no higher than 50% of the earned grade.**

**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.

**NEHS (Grade 5):** A National Elementary Honor Society (NEHS) induction will take place in the fall. Membership is open to students in 5th grade who demonstrate scholastic and leadership ability and a willingness to serve our school and community. In order to be considered for membership, students must be at OCS for at least one semester, maintain a 3.5 cumulative grade point average, demonstrate integrity, dependability, respect for authority, peers and property, and inspire others to excellence. A transfer student who is already an NEHS member will be accepted as an OCS NEHS member when a letter is sent from the previous school.

**NJHS (Grades 7-9):** Selection to National Junior Honor Society begins with a student's cumulative grade point average. Only students in grades 7 or 8 with a 3.7 GPA at the time of selection may be considered for membership. These students must then complete the *Candidate Information Packet* for NJHS. This information is used to support a student's candidacy for selection. Teacher Evaluation Forms are also part of the process. Packets are due by the deadline and no late packets will be accepted. Induction for NJHS occurs in the spring of each school year.

Information from students and faculty members is then given to a five-member faculty council who has been advised in the selection procedures and is committed to be fair, nondiscriminatory, and consistent. The council must then vote by majority rule on whether or not to admit the student into National Junior 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 they are eligible, noting the recommendations and evaluations of the committee. Detailed selection procedures, requirements, and forms are available from the National Junior Honor Society adviser.

To maintain membership, a student must be in the 7th through 9th 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 an NJHS member will be accepted as an OCS NJHS member when a letter is sent from the previous school.

**NHS (Grades 10-12):** Selection to National Honor Society begins with a student's cumulative grade point average. Only students with a 3.7 GPA at the time of selection may be considered for membership. These students must then complete the *Candidate Information Packet* for the NHS. This information is used to support a student's candidacy for selection. Teacher Evaluation Forms are also part of the process. Packets are due by the deadline and no late packets will be accepted.

Information from students and faculty members is then given to a five-member faculty council who has been advised in the selection procedures and is committed to be fair, nondiscriminatory, and consistent. 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 from the National Honor Society adviser.

To maintain membership, 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 an NHS member will be accepted as an OCS NHS member when a letter is sent from the previous school.

### **Permanent Records**

A file is kept on FACTS (RenWeb) for each student while in attendance. The file is sent to the student's new 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 and growth testing results, and any other testing. The cumulative file is always open to parents for review. The school shall transfer, should the school become defunct, all permanent information contained in student records to the district school superintendent of the public-school district in which the private school was located; or shall transfer that information to the Director of Christian Schools of Florida (FL Statute 1002.42).

### **Testing**

The NWEA MAP Growth Assessment test is given to 2nd-9th grade students in the fall, winter, and spring. This test is used to monitor student progress and also to evaluate our academic programs.

Semester exams are at the discretion of the administration. Lower school students do not take semester exams.

**Middle school:** Students in Math 7, Math 7 Honors, and Pre-Algebra take the Orleans-Hanna Algebra Readiness test in the spring to provide assistance with math placement.

**High school:** High school students in grades 9-11 take the PSAT/NMSQT test in the fall. The school counseling office recommends that students in grades 11-12 register to take SAT and/or ACT exams. The school code number is 100989.

## **ADMISSIONS**

### **Admission 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.

### **Admission to 9th grade for current students (promotion from 8th grade)**

Students promoted from OCS 8th grade have priority 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, paid enrollment fees, active participation in a local Christian church, and academic promotion from 8th grade.

### **New Students**

OCS admits children of believers of any race, nationality, or ethnic origin. A parent's testimony of faith in Jesus Christ as Savior and Lord is essential for admission. In middle and High School, the student interview and testimony of faith are considerations for admission. Final acceptance of all students will be decided by the division Principal. 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.

### **Readmission Policy of Dismissed 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 with serious bodily harm, threats against the safety of employees or students, and the possession, sale or distribution of drugs or other illegal substances. These offenses may occur on or off campus. Dismissed students will receive an "Exiting Student Terms of Participation" that outlines the level of participation that student is allowed to have with OCS in the future.

### **Re-Enrollment Procedures**

STUDENTS WILL BE AUTOMATICALLY RE-ENROLLED FROM ONE SCHOOL YEAR TO THE NEXT.

Re-enrollment fees will be automatically billed to your FACTS (RenWeb) account and will be due by February 28<sup>th</sup>. The financial agreement on file will remain in effect for the student's entire career at OCS. Periodically, parents may be asked to provide an updated Church Reference Form. Parents are

required to notify the school by February 28<sup>th</sup> if they will not be returning for the upcoming school year. If the school is not notified by this date the re-enrollment fee will be due and non-refundable.

Re-enrolling students who have not paid their registration fees by February 28<sup>th</sup> may not receive preferential treatment over new students.

### **Wait List Policy**

Students applying for admission will be placed on an enrollment wait list. Should a vacancy occur in the grade level, the family will be notified. Orangewood Church, PCA families will receive preference over other applicants only if the application is made during January.

### **Withdrawal**

Parents should obtain the withdrawal form from the respective school administrative office. To withdraw a student from OCS, 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 office.
- 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.

## **FINANCES**

### **Activity and Security Fees**

These fees are assessed and billed to accounts in September and October. Included in the activity fee are parties, most field trips, and special materials. Refunds will not be issued for individual field trips if your student misses the event.

### **Financial Aid**

OCS 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 fundraising 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. Financial Assistance is prayerfully awarded to applicants with the highest demonstrated need. The tuition assistance application is found on the school's website ([www.OCSRams.org](http://www.OCSRams.org)) however the Finance Office must be contacted for details prior to applying. The deadline to apply for assistance is published on our website. Late applications will only be considered in the event of extenuating circumstances that arise after the published deadline or for new families and will only be considered if funds are available.

### **Financial Obligations**

Orangewood sends all tuition billing through email to any person listed as being financially responsible. The school utilizes a continual enrollment process. Per the terms of the Continual Enrollment contract executed at the time of enrollment, students are automatically re-enrolled each



year and billed for re-enrollment fees. Orangewood MUST be notified in writing of any intention to withdraw a student for the current or upcoming school years. **If a student is withdrawn after June 1<sup>st</sup>, parents are responsible to pay the full tuition for the first semester of the upcoming school year. If withdrawal is after November 1<sup>st</sup>, tuition will be owed for the entire academic year. Application and registration fees are non-refundable/non-transferable.**

Statements are emailed every month and reflect all past due balances. Accounts with a balance past due over 30 days will default to a disabled status in FACTS (RenWeb). In order to reinstate access to FACTS (RenWeb), the family account must be brought current or be on an approved payment plan. In the event an account becomes 60 days delinquent, the school reserves the right to restrict 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 records or report cards will be released.** If an account is past due, all payments will be applied to tuition before any other obligation. 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.

OCS will apply payments to the oldest outstanding financial obligation.

### **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. Lower school students sometimes have bake sales, penny wars, car washes, or canned food drives to raise money for missions or other service activities. 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. All fundraising must have administration approval.

### **Textbooks**

The registration/book/supply fee covers all workbooks for students in all grades. Hardcover books are the property of the school. Paperback textbooks that are not workbooks may also be the property of the school.

**Lost or Damaged Books:** In case of lost textbooks or workbooks, replacements must be ordered from the publisher, which usually takes 2-3 weeks. Parents will be billed for the total cost (book and shipping) of replacing the books. Parents will also be billed for torn pages or writing in books belonging to the school.

### **Yearbooks**

The yearbook **Rampages** is published annually and is partially subsidized by student fundraising activities and the sale of advertisements. Yearbooks are not included in the activity fee for lower school students. Lower school student prepaid orders will be taken during the fall. Yearbooks are included in the upper school activity fee.

## GENERAL INFORMATION

### Absences

A key to successful academic achievement is regular attendance at school. Regular attendance is an important aspect of a student's education as 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.

When an unavoidable absence is pre-planned, please inform your student's teacher ahead of time. Some assignments can be given in advance, but others may need to be completed after the student's return.

Absences will be tracked by semester. According to Florida State law: *Florida law (Section 1003.436, Florida Statute) defines a full credit as a minimum 135 hours of bona fide instruction in a designated course of study. This language, which is related to High School graduation, represents an instructional design and should not be interpreted to mean that a student who is in attendance for fewer than 135 actual hours of instruction should automatically be denied credit for a course. However, state law does not prohibit school district boards from imposing an academic penalty related to student attendance.* In an effort to align with the state law, students should not exceed 5 absences in any class per semester. Students that exceed 5 absences, will be reviewed by administration, who will determine if the student will be required to complete course recovery time or pass a cumulative exam to show mastery in order to receive credit.

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

**Special note relating to COVID-19:** Any student with a fever or with any symptoms consistent with COVID-19 must stay home.

**Lower school:** In a pre-planned absence, it is the child's responsibility (with parental support) to make up the missed work. Students may have one day to make up work for each day of school missed up to 10 days. Make up work should be done at home and turned in at the beginning of the school day. Homework assignments and lesson plans are posted on FACTS (RenWeb). Please contact your student's teacher via email for additional information.

When a student is absent for greater than 50% of the day then he/she may not participate in any school sponsored events during that entire day.

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

**Upper school:** 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 OCS sports or activities that require time out of class will be excused without accrument 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, district or state play, field trips, art shows, choir events, and theatrical events.

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 8:00 AM.** If an emergency arises, please call the office.

#### **Administrative Policies**

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

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

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

#### **Bible Translation**

OCS uses the English Standard Version of the Bible.

#### **Challenged Materials Policy**

Despite the great care taken in the selection process, there may be occasional objections raised to some of the materials included in the media center or classroom. Concerns should be handled in a Biblical manner, following the principles in Matthew 18:15-17. Anyone hearing concerns for the lower school should refer that person to the media specialist. For the upper school, please direct them 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 that follow the OCS mission statement. Each student is free to choose from the collection of materials that meet his or her family's standards and leave on the shelf those which do not.

**Lower school:** Any parent, faculty, or staff member may challenge materials he or she deems objectionable by following these procedures:

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

### **Co-Curricular Activities**

Activities are offered on occasion for students. There is a fee for these programs. Activities include clubs and after school sports. Many students participate in after school enrichment activities through organizations in their local communities. Homework and school assignments should take priority over co-curricular activities. Teachers are not permitted to excuse a student from a test or homework assignment because of co-curricular activities.

**Upper School:** Co-curricular activities are available and follow similar participation guidelines as the athletic activities such as maintaining a 2.0 GPA average.

Students suspended from school may not participate in or attend games, fine arts performances, or after school practices/activities during the suspension period.

Profanity, vulgarity, disrespect, insubordination, unsportsmanlike conduct, or any action detrimental to the school or team will result in immediate removal from the game or school performance/activity and could result in disciplinary action.

A student must be present for four or more class periods in order to be eligible to participate in after school, same-day activities.

OCS administration reserves the right to restrict or limit the participation of a student in any co-curricular activity if that participation may be detrimental to the other participants.

OCS supports the FHSAA's code of conduct and discipline for violations as the minimum.

### **Daily School Hours**

#### **Lower School:**

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

Half-day school hours are 7:55 AM - 11:45 AM

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

#### **Upper School:**

Monday - Friday school hours are 7:40 AM - 2:45 PM

Half-day school hours are 7:40 AM - 11:35 AM

After school care begins at 3:05 PM and ends at 5:45 PM

**Disclosure of Student Information**

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

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

**Field Trips**

Teachers plan regular field trips to enrich the school's academic activities. Many of the field trip fees are included in the activity fee that is billed on FACTS (RenWeb).

Please note that attendance will be taken at school on the day of each field trip and students must be marked present in order to participate. Students may be released at the conclusion of the field trip to their parent after signing out with his/her teacher or designated teacher chaperone.

**Transportation:** Transportation for field trips and off-campus events is provided by school buses and commercial charter buses depending on the length of the trip and the number of students involved. Students are required to ride the bus (unless pre-approved for medical purposes by the division Principal).

**Lower school:** Students must wear a red polo shirt or their grade level t-shirt and khaki shorts, skorts, or slacks on field trips and at off-campus parties unless otherwise indicated by the teacher. Siblings may not attend field trips or class parties. The approved chaperones will be charged for each field trip.

**Upper school:** Students must be in school dress code unless otherwise informed by the school.

**Photos**

A professional photographer takes group and individual pictures during the school year. Students will have the 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.

Photos of current students may be posted on the OCS website or FACTS (RenWeb) without identification. If you do not want your child's photograph posted, please contact the Development Office or Main Office.

**Probation, Support, and Dismissal**

A student may be placed on academic support or behavioral probation, if warranted. A student who receives two D's, one F, or a GPA below a 2.0 will be placed on academic support. A student who has repeatedly or seriously violated the student expectations of conduct may be placed on a disciplinary probation. Professional counseling may be required of students who have committed disciplinary offenses.

Students may be asked to withdraw if improvement in their academic performance or conduct is determined to be insufficient.

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

- Parents' failure to cooperate with school policies, meet financial obligations, or fulfill other contractual obligations
- Any significant incident of misconduct
- Inadequate academic progress defined as 2 D's or 1 F received in a grading period and/or a GPA below 2.0
- Bullying or harassment
- Violence or threats of violence
- Student's failure to cooperate with school policies
- Unacceptable conduct and/or poor attitude
- Possession of prohibited articles or substances, or the sale or distribution of such substances
- Accumulation of detention s or suspensions
- Habitual negative response and attitude toward OCS which is being communicated to others

### **Prohibited items**

Students are not permitted to bring laser pointers, any type of noise/music playing device, smart devices, or other items which cause unnecessary disruptions. (Instruments for musical classes are permitted.) No other items, other than the school issued iPad, can be used during the school day.

Bringing or possessing knives, guns, weapons, or explosives on campus may result in immediate dismissal. Simulated weapons are also prohibited. Parents should not bring weapons on school property unless they are sworn law enforcement officers.

The possession, use, or distribution of tobacco products (including but not limited to snuff, dip, cigarettes, cigars, etc.), vaporizers, alcohol, controlled substances, illegal drugs, or any mind-altering substances at any time (in or outside of school) will result in disciplinary action from the Dean of Students (possible dismissal from OCS). 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. Having possession of immoral and/or sexually explicit material will not be tolerated and will result in immediate disciplinary action (possible dismissal from OCS). Law enforcement may be notified in any of these situations.

Prohibited articles will be confiscated and returned at the Principal's discretion.

Administration reserves the right to deem an item as inappropriate for the school setting and prohibits said item.

### **Trespassing**

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

### **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.

## 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 FACTS (RenWeb).

## HEALTH AND SAFETY

### Emergency Drills

Regular emergency drills are required for the health and safety of everyone. Students must take all drills seriously and promptly follow the instructions given to them by a member of the OCS faculty, staff or administration.

### Health Forms

All students must have up-to-date health forms and emergency information forms on file. Please keep information on FACTS (RenWeb) up to date.

**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 **Diphtheria Tetanus Pertussis** (DTaP) vaccine
- 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. 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** (No doses are required if a healthcare provider shows documented history of the student's previous varicella infection.)
- One dose of **tetanus-diphtheria-pertussis** (Tdap) vaccine in grades seven through twelve.

### Health Insurance

All students are required to be covered by a valid and current health insurance policy. See FACTS (RenWeb) for a link to order student health insurance.

### Health Policies

**Fever:** Students must 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, please 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.

**Ill at school:** If a student becomes ill while at school, the administrative assistant will call the parents to pick up the student. Student drivers are allowed to leave campus with permission from a parent. 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.

**Lice:** 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.

**Pink eye:** Students with bacterial or viral pink eye are not permitted to attend school until the condition is completely gone.

**Use of alcohol-based hand sanitizers (liquid, gel, or foam hand sanitizers) in school:** The use of alcohol-based hand rub products cannot substitute for hand washing in the school setting. Hand washing is required to remove visible soil. Hand sanitizing stations will be conveniently located across campuses. All individuals will be encouraged to utilize sanitizing stations throughout the day. Also, individuals will be encouraged to use hand sanitizer or wash hands upon entering and exiting classrooms and restrooms; and before and after recess, lunch, and breaks.

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

### **Inclement Weather**

School may be dismissed early if the Weather Service predicts unsafe conditions. A parent or authorized adult may check out their student if a personal concern about unsafe conditions exists regardless of Weather Service warnings. Please note, if Seminole or Orange County Public Schools close due to weather concerns we will follow suit.

In the event of lightning being detected within 6 miles of our campus during dismissal time, a lightning alert will be issued via text message. To ensure the safety of our students, we will have all students remain indoors for 30 minutes after the last lightning strike within 6 miles of our campus. This will



require the carpool to be suspended for 30 minutes after each strike that is within that 6-mile radius. After the threat has passed, an all-clear text will be sent out to the parents and dismissal will resume. We suggest all families remain in their cars for safety during these alerts but realize some parents will want to pick their children up. In this case, parents will have to pick their children up from their designated areas. Vehicles in the carpool line at each campus may load under a Lightning Alert, if an administrator determines it is safe to do so.

### **Parent Alerts**

There may occasionally be a need for immediate parent notification and a system is in place at OCS which utilizes contact information parents have placed in FACTS (RenWeb) during enrollment/re-enrollment. Should there be a critical 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 FACTS (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 FACTS (RenWeb), particularly contact telephone numbers, emergency contacts and health/insurance information.

### **School Administered Medication**

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

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

**Medication Disposal:** The parent/legal guardian will be notified in writing when unused/expired medication is left at school. If not picked up within five days of notification, the school will dispose of the medication.

### **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. OCS 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 division administrator and/or teacher and appropriate staff to discuss the student's needs and any special procedures or precautions that need to be observed. OCS 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.**

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

### **Visitors and Volunteers**

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

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

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

OCS is a closed campus. Students from other schools are not permitted to visit campus during the school day unless touring or shadowing as a prospective student.

**Due to COVID 19 concerns, visitors may be limited or not allowed.**

## **PARENT EXPECTATIONS**

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 list of OCS expectations of parents:

- Active membership and regular attendance at a local Christian church
- Commitment to Christian education
- Support of OCS administration, faculty, and school offerings
- Prompt payment of all fees and tuition
- Commitment to ask questions of the appropriate people when something is unclear, or where there seems to be an issue or concern (following Matthew 18). For example: 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, or negative towards the school, its faculty, parents, students, or school offerings

### **Church Membership**

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

### **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, regarding 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.

### **Resolving Problems with Other Students, Families, and Teachers/Staff**

*"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 or school concerns that cannot be resolved with the individuals directly involved should be addressed with the division level Principal. Communications regarding concerns or perceived issues should not extend beyond those involved, nor should such items be shared or openly discussed using social media or other forms of electronic communication.

**First:** Personally communicate with the individual or family directly involved.

**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.

OCS believes that a positive, partnering relationship between the school, its faculty, and a student's parents (or guardian) is essential to the fulfillment of the school's mission. Thus, OCS 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.

Any ongoing problem with another student should be brought to the attention of the classroom teacher. The teacher may ask you to contact the parents of another student. Any problems not involving the classroom teacher or other students should be brought to the attention of the division Principal. If there is still no resolution, please contact the head of school.

If you believe that the head of school has not acted in accordance with OCS policies, you can appeal the decision to the school committee. Appeals should be submitted in writing to the school committee chairperson and should specifically address the policy in question. School committee members do not handle day to day school problems. Orangewood Church pastors and staff also do not handle school problems.

## **TECHNOLOGY**

Every student at Orangewood will receive a school issued Apple iPad. This will greatly enhance the student experience and level of education at OCS. The iPad will be a daily essential for each class. Students will be asked to bring the iPad to each class daily and it is the responsibility of the student to bring this to school fully charged. Students may not have the opportunity to charge this device during the school day.

If a student does not bring their iPad to a class or if a student's iPad loses its charge during a class, students will receive disciplinary action.

Students should use their iPad for educational purposes only. A student will face disciplinary action if they misuse their iPad during or outside of school. Possible misuses of the iPad include, but are not limited to:

- Attempting to "JailBreak" the device.
- Attempting to remove management software from the device.
- Attempting to get around the content filter.
- Using a personal hotspot.

- Disrupting the classroom in any way with the use of the iPad or other technology.
- Throwing the Apple pencil.
- Physically destroying the iPad, case, charging equipment and/or the Apple pencil.

Cell phones, and other smart devices, are not permitted to be used by students during school hours. If a student chooses to bring a cell phone to school, it must be **powered off and stored in the student's backpack** or bag. The use of any technology other than the school issued iPad is not allowed. Students who violate this policy will be disciplined.

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. In the rare event of loss of service, students and teachers will discuss the matter and make a plan of action to get work done without penalty.

### **Social Media and Electronic Communication**

Students are prohibited from accessing, posting, 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 expectations of student behavior. 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 student, teacher, staff member, or parent. Students may photograph or video a school activity with permission from an OCS administrator.

OCS reserves the right to inspect user directories for inappropriate files and to remove them if found or 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 cases, students must provide any passwords to inspect the device upon request of the OCS administration. Students who are unwilling to provide passwords or other access required to inspect such places or items upon request by OCS administration will be disciplined.

## **SECTION II - LOWER SCHOOL**

### **ACADEMICS**

#### **Accelerated Reader Grades 2-5**

OCS uses the Accelerated Reader (AR) program for reading enrichment. The AR technology allows students to gain reading practice at their level. AR's Home Connect allows parents to view their student's progress toward their goals, points to date, the last book read, every book read, and vocabulary results. The Home Connect website can be addressed at <https://global-zone51.renaissance-go.com/studentprogress/homeconnect?t=1372916>. Since this information is accessible online, paper reports will not be sent home with students.

### **Class Placement**

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

Kindergarten through 2nd grade teachers plan together; academic activities are identical in each classroom of the same grade level. We ask that parents do not request that their students be assigned to specific teachers. 3rd through 5th grade teachers team-teach and students have class with all teachers. 4th through 5th grade students are assigned to math groups according to their grades and test scores.

### **Competitions**

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

### **Curriculum**

The OCS lower school program offers a quality educational curriculum for K4 through 5th grade students. The core curriculum includes Bible, language arts, math, science, and social studies. Specials may include art, library, music, physical education, Spanish, STEM, and technology. The curriculum is in an ongoing state of revision, expanding and changing to meet the needs of our students. OCS maintains high standards in its curriculum evaluation process. In order to meet academic standards and to provide material for various fields for research, books and other media from various sources, both Christian and secular, may be used in the classroom under the supervision of the teachers.

### **Media Center**

The lower school media center serves K4 through 5th grade classes. The purpose of the media center is to provide a variety of current educational resources for students and faculty and provide research instruction and support. The media center has approximately 10,000 titles available to check out as well as an electronic library consisting of five databases. The media center also has magazines, DVDs, CDs, and reference materials for family and staff use.

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

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

Books may be checked out when staff is present. Notes may be left in books to be checked out and left on the media specialist's desk. Those books will be ready to be picked up the next morning. Fines are not charged for late books. Books must be returned or paid for before the next report card is sent home or report cards will be held. Hardcover books generally cost \$20. Softcover books generally cost \$15. Some books are priced individually and will be noted on the overdue notice if applicable. The media

center expense includes costs of books, shipping, and labor to process the request and replace the books.

### **Parent/Teacher Conferences**

Scheduled conference times are available in the fall and spring to meet with your student's teacher. Parents or teachers may initiate additional conferences as the need arises. Please schedule parent requested conferences directly with your child's teacher, giving the teacher as least one day notice. In addition, a student-led conference will take place in the spring.

### **Performances and Special Events**

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

Each year we host special events including Young Authors' Day, Grandparent's Day, and more. Parents are strongly encouraged to find childcare for younger, non-OCS students. If a younger sibling needs to attend Young Authors' Day, please notify the front office and they will schedule your student to read first. We want to be sensitive to our other guests and make this an enjoyable experience.

### **Rams on the Rise**

The Rams on the Rise program is designed to enrich the academic environment of academically talented students at the lower school. Students are identified and invited to this program through classroom observation, ability to make up the work that is missed during class time, and MAP testing beginning in 2nd grade. Space is limited so students are accepted in the order contracts are returned. There is an additional cost to this program.

### **School Parties**

**Class Parties:** OCS endeavors to create a safe and productive environment in all aspects of the school program. In order to meet such quality standards the following rules have been established. It is imperative to uphold these stated requirements for any parties pertaining to the lower school students. Therefore it is mandatory that:

- All class parties must be approved by the lower school Principal prior to any information being shared with students and their families.
- If a pool party is held at a home or venue that **does not** provide a certified lifeguard, the teacher is responsible to secure a certified lifeguard and provide a copy of his/her certification prior to the party.
- Any time a child is in the pool a hired certified lifeguard must be actively on duty.
- Swimming will only be permitted where the bottom can clearly be seen.
- Parent chaperones need to be actively responsible and present for every two children under the age of seven.
- Swimmers will be required to pass a swim test, administered by the lifeguard, before being permitted in water over his/her shoulders. Children who are unable to pass the deep water test must be actively supervised by an adult in the pool area in addition to the lifeguard in the pool area.
- Girls have the option to wear one piece swimsuit or to wear a dark colored t-shirt over a two piece swimsuit.
- At no time will students be permitted to be on trampolines.

If your child is taking medication, it will be sent with the teacher so it can be administered at the proper time when the class is off-campus. A signed Medical Authorization Form (not the prescription) from the physician must be on file at the school. If your child is at significant medical risk, we ask that a parent accompany the class on all field trips. Any special needs may be added to the medical form on FACTS (RenWeb).

**Birthday Parties:** Students enjoy celebrating their birthdays with school friends. We strongly encourage inviting the entire class or all the girls/boys to an after school or weekend party. This will help eliminate problems that occur when a few children are not invited. Invitations cannot be distributed at school unless the entire class is being invited. Invitations should not be stuffed into backpacks by parents without notifying the teacher.

Students may choose to bring a birthday treat to school to share with the whole class. We encourage you to keep these low-cost and easy to serve. Please contact your student’s teacher to arrange a time to bring your student’s treat. After lunch or at the end of the day are usually the best times.

**Chapel**

Chapel is a significant part of OCS. Each grade level meets together every other week for chapel with the children’s director of Orangewood Church, PCA or an invited guest. Chapels usually include singing, praying, and a brief teaching.

**Bible Families**

Bible Families are mixed grade level student groups led by a teacher or staff member. They meet monthly to focus on Gospel Foundations, prayer, and fellowship.

**Gospel Foundations**

Each year students focus on 10 of the 30 Gospel Foundations. They memorize, discuss, and read Scripture evidence with their teacher and classmates.

**DISCIPLINE**

The goal of any disciplinary action is for the student to learn self-discipline and self-control while striving to glorify God and love others. We believe that learning from mistakes is essential to the growth process.

The Principal and Dean of Students, in conjunction with the classroom teacher, reserve the right to assign the appropriate consequences for behavior infractions. Below is a list of examples. As always, we will partner with families to discuss discipline in an effort to promote growth and development for each student.

| Level   | Infraction   | Possible Consequences  |
|---|--|--|
| 1<br>Classroom Teacher<br>Communicates to Parents | <ul style="list-style-type: none"> <li>● Classroom disruption or inattentiveness</li> <li>● Unkind words or actions</li> <li>● Disrespect toward a student or adult</li> <li>● Horseplay (includes pushing,</li> </ul> | <ul style="list-style-type: none"> <li>● Verbal redirection</li> <li>● Apology, restitution</li> <li>● Time-outs</li> <li>● Loss of privileges</li> <li>● Seat reassignment</li> </ul> |



|  |   |   |
|--|---|---|
|  | <ul style="list-style-type: none"> <li>tripping, tackling, etc), does not result in injury</li> <li>● Cheating 1st offense**</li> <li>● Eating or drinking in a restricted area</li> <li>● Being in an off-limit area</li> <li>● Lying</li> <li>● Destruction or misuse of another student's or school property</li> <li>● Public displays of affection</li> <li>● Throwing an object, does not result in injury</li> <li>● iPad not brought to class, iPad not charged</li> <li>● Using iPad when not instructed by a teacher</li> <li>● Dress code violation</li> </ul> |   |
| <p>2<br/>Dean of Students and/or<br/>Principal Communicates to<br/>Parents</p> | <ul style="list-style-type: none"> <li>● Continued misconduct</li> <li>● Theft</li> <li>● Horseplay (includes pushing, tripping, tackling, etc), results in injury</li> <li>● Inappropriate language (including profanity) or behavior</li> <li>● Inappropriate use of technology</li> <li>● Cheating 2nd offense**</li> <li>● Lying</li> <li>● Throwing an object, results in injury</li> <li>● Fighting*</li> <li>● Destruction or misuse of another student's or school property</li> <li>● Any behavior or threat that endangers others' safety</li> </ul>            | <ul style="list-style-type: none"> <li>● Loss of privileges</li> <li>● Regular meetings with the Dean of Students or Principal</li> <li>● Reflection paper</li> </ul> |

\*Any student involved in fighting, whether initiating or responding to will be given a consequence. Students should seek help from an adult instead of physically responding with fighting.

\*\*1st offense: Must redo the assignment for 50% credit. 2nd offense: Receives zero credit.

Not all unkind behaviors can be considered bullying. Bullying is an act of repeated aggressive behavior (including ridicule) that targets another person physically or emotionally.

The Principal and the Dean of Students have the right to assign detentions, suspensions, and dismissals if deemed necessary.

If a parent believes that a teacher has not acted in accordance with OCS policies, he/she can contact the Dean of Students and/or the lower school Principal.

**DRESS CODE**

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

|                                |   |
|--------------------------------|---|
| <p><b>Uniform Exchange</b></p> | <p>The Parent Teacher Fellowship organizes two uniform exchanges each academic year with OCS logo items. They are usually held in the Fall and Spring. Please watch for dates and times in OCS weekly announcements. Parents can drop off gently used OCS uniform pieces to the Front office that they will get credit for towards the next uniform exchange.</p>   |
| <p><b>Labels</b></p>           | <p><b>Please label all items that come to school with your child’s name.</b> For missing items, check the lost and found cabinet located near the LS office. At the end of each quarter, remaining items will be donated to charity.</p>  |
| <p><b>OCS Logo</b></p>         | <p><b>The OCS logo is mandatory on uniform shirts, dresses and jumpers.</b><br/>Available by Land's End upon ordering and locally.</p> <p>COMING SOON!!! OCS school store<br/><a href="https://the-orangewood-school-store.myshopify.com">https://the-orangewood-school-store.myshopify.com</a></p> <p>Leisa’s Lovely Designs <b>Please call or text Leisa for embroidery needs</b> 407-949-8849<br/>\$5.00 fee<br/>2471 Fieldingwood Road Maitland, Fl 32751</p> <p>Chloe Lane <a href="http://www.chloelaneembroidery.com">www.chloelaneembroidery.com</a> 407-644-3007 \$8.00 fee<br/>595 W. Church St. Suite M Orlando, Fl 32805 <b>**new location</b></p> <p>The Golden Spindle <a href="mailto:TheGoldenSpindle@gmail.com">TheGoldenSpindle@gmail.com</a> Elizabeth Kirby Miller 648 Legacy Park Drive, Casselberry, Fl 32707 407-252-7511 (order form on last page)</p> <p>Tshirt Express Lake Mary <a href="mailto:tshirtexpresslm@gmail.com">tshirtexpresslm@gmail.com</a> Don Cuniff 317-474-1900 \$6.00 fee for Embroidered items will be picked up and dropped off at OCS LS weekly (order form on last page)</p> |
| <p><b>Tops/Girls</b></p>       | <p>Polo/golf style or long-sleeved 2-4 button shirt with collar, solid colors only with <b>OCS logo</b>. Students may wear collared Nike and Under Armour shirts with OCS logo.<br/>* All students must have 1 red polo shirt with OCS logo for field trips.</p> <p>Solid colored turtlenecks, oxfords, long sleeved shirts and white Peter Pan blouses are permitted to be worn under a solid color sweater or jumper. If worn alone as a top it must have the OCS embroidered logo.</p>   |

|                             |   |
|-----------------------------|---|
|                             | <p>Shirts are not required to be tucked into shorts, slacks, skirts or skorts. In the classroom students may wear any size appropriate OCS sweatshirt or size appropriate solid-color, polartec fleece jacket, cardigan, pullover style sweater or sweatshirt over top their uniform approved shirt. Any logo other than OCS logo may not exceed 2X2 inches in size. This gives our students a unified look especially when we have guests on campus.</p>   |
| <p><b>Tops/Boys</b></p>     | <p>Polo/golf style or long-sleeved 2-4 button shirt with collar, solid colors only with <b>OCS logo</b>. Students may wear collared Nike and Under Armour with the OCS logo.<br/>         *All students must have 1 red polo shirt with OCS logo for field trips.</p> <p>Solid colored long sleeve shirts, turtlenecks and oxfords are permitted to be worn under a sweater. If worn alone as a top it must have the OCS embroidered logo.</p> <p>Shirts are not required to be tucked into shorts or slacks.</p> <p>In the classroom students may wear any size appropriate OCS sweatshirt or size appropriate solid-color, polartec fleece jacket, cardigan, pullover style sweater or sweatshirt over top their uniform approved shirt. Any logo other than OCS logo may not exceed 2X2 inches in size. This gives our students a unified look especially when we have guests on campus.</p> |
| <p><b>Bottoms/Girls</b></p> | <p>Khaki, navy, black, grey, brown or "Land's End plaid" (jumpers and skirts only) shorts, slacks, skirts/skorts and jumpers may be worn. Corduroys, sweatpants or cargo shorts may NOT be worn. Bike shorts may NOT be worn alone but are strongly encouraged under skirts or jumpers.</p> <p>Shorts, skirts or skorts may be no shorter than <b>4 inches above the knee</b>. Solid colored leggings or tights may be worn only underneath approved uniform bottoms Jeggings are not allowed.</p> <p><b>Socks, belts and shoes may be purchased from any store.</b> Socks may be any color or pattern. Tights and leggings must be a solid color.</p> <p>K4, TK and Kindergarten students <b>MUST</b> wear elastic waist pants or shorts unless they can easily manage zippers, buttons, and belts with no assistance.</p>   |
| <p><b>Bottoms /Boys</b></p> | <p>Khaki, navy, black, grey or brown shorts and pants.<br/>         Corduroys, sweatpants or cargo shorts may NOT be worn.</p> <p>Socks (any color or pattern), <b>belts and shoes may be purchased from any store.</b></p> <p>K4, TK and Kindergarten students <b>MUST</b> wear elastic waist pants or shorts unless they can easily manage zippers, buttons, and belts with no assistance.</p>  |

Students may wear any size appropriate OCS sweatshirt or size appropriate solid-color, polartec fleece jacket, cardigan, pullover style sweater or sweatshirt over top of their uniform approved shirt. Any logo other than OCS logo may not exceed 2X2 inches in size.

The material including any pockets, collars or trim must be the same solid color. The inside of the hood, the zipper or logo can be a different solid color. Solid-color may also be heathered monochromatic (contain or only use one color), however, two-colored heathered items are not permitted ie: black with white.

Plain solid matching hoods are permitted as outerwear as long as the hood is not worn inside and does not have animals and/or distracting features attached to the hood.

This gives our students a unified look especially when we have guests on campus. Hats may only be worn outside during cold weather and **not** be worn in the building during the school day at any time.

**Approved Examples:**



**Outerwear (for outside only)**

**DOES NOT meet dress code guidelines:**



|   |   |
|---|---|
| <p><b>Cold Weather Day (when temperatures are under 50 degrees)</b></p> | <p>On cold weather days students should dress warmly following dress code guidelines. Jeans are not permitted to be worn on cold weather days.</p>  |
| <p><b>Shoes</b></p>   | <p>Closed-toe athletic shoes and dress shoes are permitted. Sandals or flip flops are not permitted.</p>  |
| <p><b>Hair</b></p>  | <p>Hair is to be neatly groomed and clean; God-given colors only.</p> <p>Boys' hair must not obscure vision and cannot be longer than the base of the earlobe or touch the top of the collar. No extreme hairstyles. Discretion in this is left up to the Principal.</p>  |
| <p><b>Hats</b></p>  | <p>Hats or hoods may not be worn in the building during the school day at any time.</p>   |
| <p><b>Jewelry</b></p>   | <p>Girls are to keep jewelry to a minimum. No body piercing except girls ears. Piercings are not permitted for boys.</p>  |
| <p><b>Accessories</b></p>   | <p>Hair decorations (head band, ribbons) are acceptable as long as they are not large, extreme or distracting.</p> <p>Sunglasses may not be worn in the building during the school day.</p> <p>Socks may be any color or pattern. Tights and leggings must be a solid color. Socks, belts, shoes, sweaters and coats may be purchased from any store.</p>   |
| <p><b>Game Days</b></p>   | <p>Students may wear an OCS team specific shirt or uniform on school game day with sleeves with all members of the team wearing the same shirt or uniform. If a team uniform or top is a tank top a shirt must be worn under it.</p>  |
| <p><b>Spirit Days</b></p>   | <p><b>Students may wear a solid red shirt or an OCS shirt.</b></p> <p>No tank tops, halter tops, camis or spaghetti straps. Shirts, blouses, and dresses must have either collars or sleeves. No midriiffs showing.</p> <p>Athletic or closed shoes only (sandals or backless shoes are not permitted).</p> <p>Shorts/skorts/skirts/dresses must be longer than 4 inches above the knee. Students may wear solid navy or black athletic shorts on spirit days. <b>Athletic shorts must be longer than 4 inches above the knee.</b> Jeans or uniform style pants are permitted (no holes, rips, frays or decoration) Skirts, shorts, and pants must be hemmed. Jeans must be loose fitting. Jeggings are not allowed. Leggings and tights must be a solid color worn only underneath approved uniform bottoms.</p> |

|                       |  |
|-----------------------|--|
| <b>Dress Down Day</b> | <p><b>TOPS:</b></p> <ul style="list-style-type: none"> <li>• T-shirts, button-up shirts (including flannel shirts) and collar shirts <b>MAY</b> be worn.</li> <li>• Tank tops, camis, or spaghetti-strap tops <b>MAY NOT</b> be worn.</li> <li>• Girl’s shirts should be modest with no cleavage or midriff showing.</li> <li>• No offensive or questionable logos or pictures.</li> </ul> <p><b>BOTTOMS:</b></p> <ul style="list-style-type: none"> <li>• Jeans (long or short, any color, no rips, frays, or holes), athletic pants or shorts, joggers and sweatpants <b>MAY</b> be worn. Shorts must be longer than 4 inches above the knee.</li> <li>• Leggings/jeggings, harem pants, pajama pants, spandex or excessively stretchy material and flannel pants <b>MAY NOT</b> be worn.</li> </ul> <p>Shorts/skorts/skirts/dresses must be longer than 4 inches above the knee.</p> <p>All other standard dress code guidelines apply.</p> |
| <b>Miscellaneous</b>  | <ul style="list-style-type: none"> <li>• Swimsuits: At OCS functions where swimming occurs, girls have the option to wear a one piece swimsuit or to wear a dark colored t-shirt over a two piece swimsuit. Boys may wear modest swim trunks.</li> </ul> <p>In cases of extreme styles, judgement will be determined by the teacher and Principal.</p> <p>No offensive or questionable logos or pictures are permitted. Discretion in this is left up to the teacher and Principal.</p>  |

|                          |  |
|--------------------------|--|
| <b>Point of Purchase</b> | <p>Parents can purchase approved uniform clothing wherever they choose, (Ex. Target, Wal-Mart, Old Navy etc. )</p> <p>The vendors below are suggestions that meet our uniform requirements.</p> <p>COMING SOON!!! OCS school store<br/> <a href="https://the-orangewood-school-store.myshopify.com">https://the-orangewood-school-store.myshopify.com</a></p> <p><a href="https://smile.amazon.com/gp/chpf/about/ref=smi_se_dshb_aas_saas">smile.amazon.com</a> sign up to support Orangewood Christian School.<br/> <a href="https://smile.amazon.com/gp/chpf/about/ref=smi_se_dshb_aas_saas">https://smile.amazon.com/gp/chpf/about/ref=smi_se_dshb_aas_saas</a></p> <p><u>Land’s End</u>: online at <a href="http://www.landsend.com/school">www.landsend.com/school</a>. Use preferred school code: #9000-6546-7</p> |
|--------------------------|--|

**Physical Education**

K4 through 5th grade students have physical education (PE) classes. Your student’s teacher will tell you the schedule. Students wear their regular uniform on PE days. In extremely cold weather, heavy winter jackets or coats may be necessary. Students should not wear any jewelry to school on PE days. They should wear athletic shoes to school on PE days.

## GENERAL INFORMATION

### Arrival and Dismissal

To maximize instruction time and limit any distractions to classroom learning inclusive of potential impacts to fellow students and their teacher, it is important for students to arrive at school on-time. While we understand students may be late on occasion due to traffic or other life events, students are expected to arrive at school on time and prepared to begin the day.

Students are not to exceed five late-arrivals and/or early releases per quarter without appropriate documentation from a physician. If a student exceeds five the parents (or legal guardians) will be asked to meet with the Principal or Dean of Students and teacher(s) to determine steps which can be taken to address tardiness and early release occurrences. If cars are backed up during carpool and at the discretion of administration, student tardiness may be excused.

Parents should follow carpool procedures by pulling through the carpool line and dropping off students in front of the school office building at the carpool benches. Parents are welcome to park in a parking space and walk students, using the crosswalk, to the carpool benches. Parents are also welcome to walk students to the carpool gate which separates the carpool area and the school buildings (however only students and staff may enter through this gate). Allowing students to enter through the carpool gate without their parents can foster independence and responsibility during the morning routine.

Students can be dropped off any time after 7:20 AM. School begins at 7:55 AM. Students are considered tardy after 7:55 AM if they are not in their classrooms at that time. Students who arrive late must be accompanied by a parent to check-in in the front office.

School is dismissed and carpool begins at 2:55 PM. If you need your student in advance, please park and sign him/her out in the front office for early release. The front office staff are preparing for dismissal starting at 2:45 PM. Parents may NOT sign their student out after 2:45 PM and must follow regular carpool procedures at that time. The school staff uses the term "carpool" when referring to the before or after school drop off/pick up.

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

Drop off and pick up tend to move slowly and the lines are somewhat congested for the first weeks of school. After parents and students become accustomed to the procedures, things move more quickly. After this period, carpool ends at **3:25 PM**. Students who have not been picked up by **3:25 PM (12:25 PM on half days)** will attend the after school care program and parents will be billed. If you arrive to pick up your child after students and teachers have left the carpool area, please park and walk into the front office to pick up your child from the after school care supervisor.

**If your student is going home with someone other than a family member, regular carpool, or someone from your approved pick up list, an email or note must be received in the front office. In FACTS (RenWeb), under Family Demographics, a tab titled Transportation-Pick Up is available to list all persons with permission to pick up your child.**

### **Before and After Care**

Before school care is available for parents starting at 6:45 AM. Parents will be charged a \$5 fee for each morning students are present before 7:20 AM.

After care begins at 3:25 PM on regular school days and is available for parents until 5:45 PM. A late fee is charged for students picked up after 5:45 PM. Any portion of a 15 minute increment will result in a \$15 charge. A late fee is also charged for students picked up after 12:25 PM on half days from after care. A \$35 fee will be charged for any portion of that half day. *Note: The after care program will not be offered on the last day before Christmas break and the last day of school.*

### **Early Release**

Students who are present for more than half the school day (3.5 hours), but signed out before 2:45 will have an early release recorded in RenWeb attendance. Students present for less than 3.5 hours will be recorded as absent.

If a student needs to be signed out during the 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 front office.

Students may not be checked out before the end of the day to avoid parents waiting in the carpool line.

### **Front Office**

The front office is open Monday-Friday **7:30 AM-4:00 PM (7:30 AM-12:30 PM** on half days). The administrative assistant in the front office is responsible for records and answering the phone. She administers medicine to students (with a signed Medical Authorization form) and calls if your child is sick. Please be sure to let the school know if your phone numbers change or if you will be out of town for any length of time. Any payments dropped off need to be placed in an envelope clearly marked with name and purpose.

The administrative assistant is not able to deliver a message to your child or your child's teacher during class time without the phone ringing and interrupting the learning time for the whole class. She will be happy to take messages for teachers and students and send them to the teacher's email mailbox. The teachers usually check their messages, emails, and boxes periodically and at the end of each day.

If you wish to speak to your child's teacher, please call the front office, and leave a message for the teacher in his or her voicemail box. Messages left after **3:25 PM** may not be returned until the next school day. We encourage you to use email whenever possible, as it is quick and convenient.

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

### **Lost and Found**

The front office maintains a lost and found cabinet, in addition some items are put on a parent-run Facebook page titled OCS Lower School - Lost and Found. Parents and students should check this cabinet for lost items. Items not claimed in a timely manner will be donated to a local charity at the end of each quarter. **Please mark your student's jackets, sweatshirts, sweaters, backpacks, water bottles,**



**and lunch boxes with their first and last names** so that we can return them if misplaced. The cabinet is cleaned out twice a month, usually the 15th and 30th.

### **Lunch and Snack**

Lunches can be brought from home or purchased from The Grove Lunch Program. Lunches can be purchased the week before (deadline Friday 8 AM the week before). Students have a short snack break in the middle of morning. Please send a nutritious, quick, easy-to-eat snack daily. Students should also bring a water bottle.

If your student is not at school (due to absence or off-campus field trip) on a day they have purchased lunch, you may come to school at lunch time to pick it up. We do not have enough refrigerator space to store lunches until after school. There are no refunds on purchased lunches. If a student forgets his/her lunch the school will provide food items (lunchable, chips, and a cookie). Parents will be charged \$5.00 for this lunch.

Please do not send soft drinks or drinks in glass containers. Occasionally students ask for a snack. We are able to provide this at a cost of \$2.00 (chips or cookie).

### **Parking**

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

### **Playground**

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

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

### **Ram Tram**

Students that participate in an after school activity at the upper school are able to fill out a permission slip to ride the Ram Tram. This OCS bus will leave the lower school at dismissal and take students directly to the upper school. Parents must sign up by Friday at 8:00 AM the week before. Parents must pick up their students from the upper school. There is no after care for elementary students in the upper school.

### **Safety Patrol**

3rd through 5th grade students may apply to be a safety patrol by completing and turning in the application form to the Dean of Students. If chosen, safety patrols commit to being present for duty which is considered commendable services to the school for which appropriate recognition is given through the school year and at the end of the year. Safety patrol morning duty begins at **7:30 AM**. Afternoon patrols serve until **3:25 PM**. Assigned safety patrols are responsible to assist teachers on duty. At the beginning of the year, orientation training is required.

### **Service Projects**

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

### **Spiritual Life Committee**

Select students and staff will be invited to join the Dean of Students to discuss campus spiritual life. They may create events or activities for the entire campus to participate in.

### **Student Council**

The purpose of the Student Council is to give students an opportunity to develop leadership by organizing and carrying out school activities and service projects, led by the Principal. In addition to planning events that contribute to school spirit and community welfare, the student council is the voice of the student body.

## **SECTION III - UPPER SCHOOL**

### **ACADEMICS**

#### **Advanced Placement (AP) Courses**

AP courses are college level classes offered to qualified students. Eligibility for AP classes is based on previous grades, standardized test scores and teacher recommendation (see course descriptions for specific requirements). AP courses are weighted an additional 1.0 point in the student's High School grade point average. In May, national AP exams are given, and colleges may grant college credit for these classes based on the student's score. OCS requires that AP students take the AP exam in order to have the AP designation and added GPA weight listed on their transcript. Parents are responsible for paying the AP exam fee for each course. AP students are expected to continue to attend classes at OCS after the AP exam until the last day of school.

#### **Community Service**

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 may use that to fulfill their service requirements after submitting the proper paperwork to the office.

**Middle School:** Middle school students are required to complete 16 service hours per year (8 per semester). If a student does not complete at least 8 hours in the first semester, an Incomplete will be issued on the report card. By the end of the year, all 16 hours must be complete or the student will earn an F on the report card for community service.

**High School:** High school students are required to complete 100 service hours during their four years in High School. This 100 service hours is a graduation requirement that aligns with the Florida Bright Futures Scholarship.

### **Course Credit and Selection**

Credit for High School academic coursework is awarded on a semester basis. A student who fails a semester must repeat that semester to earn the credit.

**Middle School:** A Middle School student taking a High School course may repeat a course for the purpose of improving their grade or to build a better foundation. Students in Algebra 1 or Algebra 1 Honors must earn a minimum of a 90% in order to earn the High School credit and advance to the next course. Students taking a world language must earn a minimum of an 80% in order to earn the High School credit and advance to the next course.

Middle school students who fail English or math (Middle School level only) for the year must successfully complete an OCS prescribed course of study over the summer. Depending on the course, 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.

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. It can be found in FACTS(RenWeb) as well as on the school website.

### **Drop/Add**

Adjustments to student schedules for both first and second semesters may be made via email during the summer once schedules are released. Additionally, schedules may be adjusted during the announced add/drop period. Students requesting a schedule change must submit their request during the add/drop period with an explanation for the change request. Course changes will not be granted because a student requests a different period or teacher.

Students who drop courses after this 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 may be impossible because of limitations within the master schedule or limitations due to class size.

### **Dual Enrollment (DE) Courses**

In order to take a dual enrollment course, students must be a rising junior or senior. Admissions requirements vary based on the college where the student will be taking the class. Students who are interested in this option should speak with the school counselor to discuss admission requirements and the enrollment process. Dual enrollment courses will be weighted one additional point in the OCS High School GPA calculation.

**\*NOTE: THE GRADE EARNED IN THE DUAL ENROLLMENT COURSE WILL APPEAR ON BOTH THE STUDENT’S HIGH SCHOOL AND COLLEGE TRANSCRIPTS AND BE USED IN BOTH GPA CALCULATIONS.**

Enrollment in a dual enrollment course will begin the college transcript and cannot be removed. The grade in a dual enrollment course is not weighted on a college transcript; therefore, if a student receives a C then the student will begin college with a 2.0 GPA. The grade in a DE course could potentially affect the Florida Bright Futures scholarship eligibility during college.

### **Seniors**

**Graduation/Commencement:** Seniors are required to attend all commencement activities. Failure to attend graduation rehearsal can result in restriction from participation in the graduation ceremony. Students may participate in OCS graduation exercises if all OCS graduation requirements have been met prior to the ceremony. Students under school discipline may not participate in the graduation ceremony.

All tuition, fees, dues, and other obligations should be paid in full before a senior may receive their diploma and final transcript.

OCS awards valedictorian and salutatorian designations based on a variety of areas including but not limited to:

- Christian witness and service
- Student leadership
- School ambassadorship
- Positive attitude and work ethic
- Grade point average and overall scholastic achievement
- Full-time OCS student during junior and senior year

Seniors with a cumulative GPA of 3.5 through the first semester of their senior year will graduate with an honors designation and cord.

### **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 at a desk. No talking is allowed. If a student does not have work, they may read. Students are expected to use iPads for academic purposes.

Students may leave the study hall to meet with a teacher provided they have made arrangements with that teacher and have a written pass with the date and class period on it.

Students do not receive a credit for taking a study hall. Because of credit requirements for graduation, High School students should check their transcripts before enrolling in a study hall. Students must fill out a “Study Hall Request” form and return it to the school counseling office before they can be enrolled in study hall.

## **Transcripts**

Students may request transcripts through the college planning system. Requests should include the mailing address of the recipient. The school counseling office can answer questions as they arise. All accounts must be current before transcripts will be released or transferred.

## **Virtual Courses**

OCS students may take a course virtually ONLY if it is not offered during the school year or if they are replacing a grade in a course.

## **ATTENDANCE**

### **Arrival/Dismissal/Morning Care/After Care**

The school day begins at 7:40 AM. Students should arrive on campus between 7:15 - 7:35 AM. Students will either be directed to morning care or to their first period class upon arrival. Morning care for High School students is in the Gym; morning care for Middle School students is in the Grove. Middle school students who arrive on campus between 7:00 - 7:15 AM will be charged an additional fee for supervision.

The school day ends for upper school students at 2:45 PM. Faculty and staff supervision will be present at the car line until 3:05 PM.

**High school** students not picked up by 3:05 PM must report to the lobby of the Gym/Sanctuary where they will be supervised until 5:45 PM.

**Middle school** students not picked up by 3:05 PM will be walked by a faculty member to an extended care program. Extended care is offered from 3:05 - 5:45 PM, and will be supervised by an OCS staff member. Extended care will be offered daily for Middle School students whose parents are unable to pick them up by 3:05 PM. This program is provided Monday - Friday unless school is not in session due to a teacher work day or other events as noted on the all school calendar or otherwise announced.

Parents or guardians picking up Middle School students from extended care should go to the front office doors, where a phone number and directions for picking up students from extended care will be posted.

Students in extended care should be working on school work, reading, or studying. Students who misbehave during extended care will be referred to the Dean of Students and may be disciplined for disruptive or inappropriate behaviors.

Families who know they will require 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 5:45 PM 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 3:05 PM, Middle School students who have a High School sibling may wait together for their ride in the lobby of the Gym/Sanctuary; an upper campus teacher supervises this area until 5:45 PM.

Since your child's health and welfare is of utmost importance, OCS does not allow unsupervised students on our campus after 3:05 PM. Any OCS student still on campus after 3:05 PM MUST be under the direct supervision of a parent, coach, club sponsor, or OCS employee.

### **Sign-In/Sign-Out**

Students must sign-in at the main reception office when they arrive after the start of the school day; they are to sign-out in the front 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 disciplinary action. Students must bring their written parental permission to the main office in order to sign-in when arriving on campus after the start of the school day. Parents should come into the school office to sign-out a student before the end of the school day. Parents may call the school office to sign-out a student who drives to school. **No text permission will be accepted.** Students may not sign-out to go home to retrieve homework, uniforms, forgotten items, or food. Parents should not sign-out students early to avoid waiting in the carpool line. Students may not use cellphones to contact parents for permission to sign-out unless given permission by the office staff or administration. Students may contact parents or guardians by using the school office phone.

### **Tardiness**

Students should arrive at school on time and should arrive at each class period on time. Timeliness is a good skill for students to learn; missing a portion of classroom instruction can negatively impact the learning process for students who are tardy to class. Students who accumulate excessive tardies to school or to a specific class may face disciplinary action.

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

Students who arrive to class after the bell rings are considered tardy. Exceptions are made for students who have been given a pass by another teacher or staff member.

## **SUBSTANCE USE AND SCREENING**

### **Substance Use**

For the welfare of students and OCS, 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 or event on the OCS campus or any other school campus.

OCS is dedicated to fulfilling its mission of equipping students to transform the world for Christ and His Kingdom. We remain committed to partnering with parents/guardians in providing educational excellence based in a Christian worldview and a strong Christian community characterized by grace and truth. As such, OCS enacts a 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.

### **Drug Testing Program**

- At the discretion of the school or by random selection, students will be screened for substance use by a certified SAMHSA clinical lab that comes to campus.
- Students are eligible to be randomly (lab selects the students) or purposely selected for additional testing during the academic year.
- Tests may include hair samples or urinalysis performed by a certified SAMHSA clinical laboratory.
- OCS will not require blood testing on site.
- Parents will not be notified of a negative result.
- If the screening indicates a possible positive result, the lab will use chain of custody procedures to send the sample for further testing.
- If the sample is found to be a true positive, the result will be given to the Deans of Students who will then contact parents/guardians.
- All samples collected by the lab are identified by a unique number and will be processed using chain of custody procedures.
- Any student testing positive during an initial test or on a subsequent test will be required to be re-tested at the discretion of the administration as defined in the probation contract **at the expense of the student's parents/guardians.**
- If a student wishes to dispute the test result, he or she may do so within ten days of notification of that result at his or her family's expense using the same collection and testing procedures as the initial test.

### **Consequences of a Positive Result**

- OCS will not initiate criminal charges or other legal action against the student or the student's family based solely on a positive drug test during the testing process.
- OCS will require a conference with the parents/guardians of a student who tested positive as well as any appropriate administration.
- OCS will require that any student who tested positive obtains a substance abuse evaluation through a counselor or community agency **at the expense of the parents/guardians.**
- OCS may discipline any student with a positive drug test result.
- OCS will place any student with a positive test result on a contract which will detail expectations for future behavior while the student is enrolled at OCS.

## **Agreement**

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

- 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, and hair tests.
- Students and their parents/guardians understand the purpose and reason for the tests and give their consent thereto.
- Students and their parents/guardians will hold harmless OCS and its employees, agents, and representatives for any loss sustained as a result of said testing, including the negligence (but not gross negligence) of OCS and its employees, agents, and representatives.

## **STUDENT CONDUCT**

Because we feel OCS Students should be viewed as Christian leaders in the community, they should be held accountable for their behavior during school hours and outside of school hours. If a student's behavior violates school standards or negatively impacts the reputation of OCS at any time, disciplinary action may take place (including potential dismissal from school). All student discipline will be handled with grace and care with redemption and reparation as a focus. Student discipline will always be confidential and will not be discussed with anyone other than the student's parents and/or legal guardians.

The Deans of Students, Faculty, and Administration at OCS reserve the right to discern and apply the necessary disciplinary actions given the situation.

Below are expectations of student conduct, disciplinary procedures, and dress code requirements.

### **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 means the student should first personally communicate with the person and encourage him or her to stop the violation and to make known the problem to those in authority. The problem should not be communicated to other students who are not immediately involved. If this first step is unsuccessful, others who are aware of the problem should be encouraged to talk to the person. Finally, 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.

### **Discipline Procedures**

In all discipline situations, a record will be kept of the date, infraction, and disciplinary action taken in FACTS (RenWeb) and parents will be notified by email (or phone call). Contacts made with parents concerning discipline will also be recorded. All such communications will remain confidential.

Student infractions resulting in a pattern of discipline will be reviewed by the Dean of Students, which could lead to probation, denial of reenrollment, or being asked to withdraw from OCS.



If a detention , Saturday school , or an out of school suspension is assigned to a student for a disciplinary issue, it will be served on the earliest possible date after the infraction. The Dean of Students will record a referral in FACTS (RenWeb) for each discipline given. A copy of the referral will be emailed to parents.

### **Dismissal**

OCS 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
- Bullying or harassment
- Violence or threats of violence
- Student's failure to cooperate with school policies
- Unacceptable conduct and/or poor attitude
- Possession of prohibited articles or substances or the sale or distribution of such substances
- Accumulation of detention , Saturday school , or suspension
- Communicating negative responses and attitudes about OCS to others

### **Severe 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 to self or others, use or possession of drugs or alcohol, or situations of weapons on campus, OCS administration may enact the actions listed below (fully or partially):

- The student will be removed from the classroom and may be removed from campus at the discretion of OCS administration.
- The student's parent(s) or legal guardian will be notified of the situation.
- OCS administration will initiate an investigation, confirming witnesses and relevant evidence (conversations, text, social media, etc.). Administration will meet with applicable student(s) in an effort to discuss the situation and gain accurate details.
- Administration reserves the right to search students, student property (backpacks, electronic devices, vehicles, and lockers) if warranted.
- OCS may engage the Florida Department of Children and Families (DCF) and/or law enforcement, as necessary for the protection of all students. Previous schools or legal counsel may be contacted if necessary.
- OCS administration will maintain contact with parent(s) or legal guardians throughout the investigation.

If a student allegation or case involves, yet may not be limited to, threats of violence to self or others, violent acts, weapons, sexual abuse, assault, or misconduct, students may be required to visit a school-approved licensed mental health counselor (LMHC) or licensed clinical social worker (LCSW) in order to complete a student evaluation. Evaluation findings must be shared with OCS.

- Parents or legal guardians must waive rights to student confidentiality, therefore allowing the school to consult with the health care professional.
- Health care professionals must provide a signed, written statement indicating that the student presents no threat to self or others and is eligible to return to campus. This letter does not guarantee the student's return to campus or absolve the student of any responsibilities for their actions which may result in disciplinary action.
- Students and parents must schedule a re-entry meeting with the division Principal and bring the clearance letter, in order to be eligible to return to school. This meeting will be for the purposes of discussing school level care as well as family expectations.

### **Food in the Building**

Food and beverages are only allowed in areas used for lunch and break. Students may have drinks in all school areas only if a sealable container is used.

### **Hall Passes**

During class time, 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.

### **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 items in lockers. Since lockers are school property, OCS administration retains the right to inspect lockers. Students will be responsible for any permanent damage done to their locker.

### **Unkind Behavior, Bullying, and Harassment**

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 recurrence of unkind behavior should be reported immediately to the Deans of Students. Bullying or a recurrence of unkind behavior will result in disciplinary action. Cyber bullying and harassment will be disciplined in the same manner.

Sexual harassment is defined as an activity of a sexual nature that is unwanted or unwelcome, including, but not limited to, unwelcome sexual advances, improper physical contact, improper sexual comments, or otherwise creating an intimidating, hostile, or offensive environment for others.

Students, parents, or staff who experience or witness sexual or other harassment in the school should immediately report it to OCS administration. Incidents of sexual or other harassment will be disciplined.

## **Music**

It is the goal of OCS to instruct students, and teach them to honor the Lord in all areas of life. Accordingly, music played on campus, at school-sponsored activities, including field trips, retreats, or while traveling as a school group must be approved by the appropriate sponsoring OCS faculty member or administrator.

## **Prom/Homecoming/Dances**

At school functions where dancing is permitted, students must dress appropriately (please see dress code guidelines for dances). Inappropriate dancing will not be tolerated. If students dress, act, or dance in an inappropriate manner, they will be asked to leave the activity and possible school disciplinary actions will follow.

Students will sign in and out of dances and they will not be allowed re-admittance upon departure. Students must remain in the designated areas only. Students may be breathalysed upon entry to the dance. Use or possession of alcohol, drugs, tobacco, vaporizers, firearms, or illegal substances is prohibited. Violation of this policy will result in school discipline.

## **Detention**

Detentions will be served on the earliest possible date after the infraction and will take place from 2:45 - 3:45 PM on the date and location assigned by the Dean of Students. Procedures for the detention will be explained by the Dean of Students to the student and their parents. The Dean of Students will complete a detention referral in FACTS (RenWeb) for each detention given. A copy of the referral will be emailed to parents. If a student fails to report to a detention assigned by the Dean of Students, further disciplinary action will be taken.

Detentions will be issued based on a Level Matrix in the High School and the Demerit System in the Middle School, which can both be found in this document.

## **Saturday School**

Saturday school will be served on the earliest possible date after the infraction and will take place on Saturday mornings from 8:00 AM - 12:00 PM. There is a \$75 fee for each Saturday school. Students must be on time and must bring the \$75 fee in order to be admitted to Saturday school. Procedures for the Saturday school will be explained to the student and their parents. The Dean of Students will complete a Saturday school referral in FACTS (RenWeb) for each Saturday school given. A copy of the referral will be emailed to parents. If a student is late, does not bring the fee, or fails to report to Saturday school, further disciplinary action will be taken.

Saturday schools will be issued based on a Level Matrix in the High School and the Demerit System in the Middle School, which can both be found in this document.

## **Out of School Suspension (OSS)**

Out of School Suspensions (OSS) will be served for major discipline issues and will be served immediately after the infraction occurs. While serving an OSS, students will not be allowed on campus until the full

length of OSS has been served. This includes not only normal school hours but also any co-curricular activities (athletics, fine arts, clubs, field trips, dances, etc.). The length of the suspension will be determined by the Dean of Students and will fall within OCS policies. The Dean of Students will complete an OSS referral in FACTS (RenWeb) for each OSS given. A copy of this referral will be emailed to parents. If a student violates the conditions of the suspension, further discipline will follow. Students will be allowed to makeup any school work missed during an OSS for full credit. Any work missed during an OSS must be turned in the day the student returns to school. The same applies for any tests or quizzes missed.

Out of School Suspensions will be issued based on a Level Matrix in the High School and the Demerit System in the Middle School, which can both be found in this document.

**Student Drivers**

Students who possess a valid Florida driver’s license may apply for a parking permit to park on school property. Parking permits are required in order to park on school property; permits 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. Students who leave the building during school hours without permission from the Dean of Students to go to their car for any reason will be disciplined. No car passes will be issued during school hours.

Students must park in the designated area of the property. Reckless driving in any way on campus is prohibited. Violating this policy in any way may result in a disciplinary action and a possible loss of on campus driving privileges.

**High School Discipline - Level Matrix**

It is the goal of OCS to discipline students who violate school policies in a way that helps students grow as Christian leaders as well as makes them feel loved and cared for through the process. OCS is committed to partnering with parents through the discipline process.

The Deans of Students in conjunction with the classroom teacher will use the below “Discipline Matrix” to assign the appropriate consequences for behavior infractions for High School Students.

Email notification will be sent through FACTS (RenWeb) to parents when an infraction occurs. Infractions may be written by faculty, staff or the Deans of Students.

| LEVEL   | INFRACTIONS  | POSSIBLE CONSEQUENCES   |
|---------|--|---|
| Level 1 | <ul style="list-style-type: none"> <li>● Classroom disruption</li> <li>● Destruction or misuse of school property</li> <li>● Disobedience</li> <li>● Dress code violation</li> </ul> | <ul style="list-style-type: none"> <li>● Parent contact</li> <li>● Verbal redirection</li> <li>● Detention</li> </ul> |

|         |  |   |
|---------|--|---|
|         | <ul style="list-style-type: none"> <li>● Eating or drinking in a restricted area</li> <li>● Excessive tardiness</li> <li>● Horseplay</li> <li>● iPad not brought to class</li> <li>● iPad not charged</li> <li>● In off-limits area of campus</li> <li>● Inattentiveness</li> <li>● On-campus driving infraction</li> </ul>  |   |
| Level 2 | <ul style="list-style-type: none"> <li>● Academic dishonesty (also includes a zero on the assignment)</li> <li>● Cell phone use</li> <li>● Destruction or misuse of school property</li> <li>● Destruction or misuse of another student's property</li> <li>● Disobedience</li> <li>● Disrespect or insubordination</li> <li>● Failure to appear for detention</li> <li>● Horseplay</li> <li>● Inappropriate language (including profanity) or behavior</li> <li>● Inappropriate use of technology</li> <li>● Lying</li> <li>● On-campus driving infraction</li> <li>● Possession of prohibited item</li> <li>● Repeated Level 1 behavior infractions</li> <li>● Skipping class</li> </ul> | <ul style="list-style-type: none"> <li>● Parent contact</li> <li>● Detention</li> <li>● Saturday school</li> </ul>                |
| Level 3 | <ul style="list-style-type: none"> <li>● Bullying, harassment, threats (includes cyber bullying, harassment, threats)</li> </ul>   | <ul style="list-style-type: none"> <li>● Parent contact</li> <li>● Saturday school</li> <li>● Out of school Suspension</li> </ul> |

|  |   |   |
|--|---|---|
|  | <ul style="list-style-type: none"> <li>● Destruction or misuse of school property</li> <li>● Destruction or misuse of another student's property</li> <li>● Fighting</li> <li>● Inappropriate language (including profanity) or behavior</li> <li>● Inappropriate use of technology</li> <li>● Lying</li> <li>● Possession of alcohol, drugs, or nicotine on campus (includes "vaping")</li> <li>● Under the influence of alcohol, drugs, or nicotine on campus</li> <li>● Failure to comply with drug testing protocols</li> <li>● Possession or use of weapons on campus</li> <li>● Possession of prohibited item</li> <li>● Repeated Level 1 or Level 2 behaviors</li> <li>● Sexual harassment</li> <li>● Sexual misconduct</li> <li>● Stealing</li> </ul> | <ul style="list-style-type: none"> <li>● Possible dismissal from OCS</li> </ul> |
|--|---|---|

**Middle School Discipline - Demerit System**

The Middle School administration and faculty have developed a demerit system that serves as the basis 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 talk with the student so they can gain full understanding of the situation. Grace, compassion, and good partnership with parents are key in accomplishing this.

Below is a list of examples of minor offenses (one demerit), major offenses (five demerits), and offenses where the consequences will be determined by the Dean of Students. While this is not meant to be an

exhaustive list, it will serve as our discipline “base” so that the accumulation of demerits can be clearly understood. Notification of infractions of the demerit system will be emailed to parents/guardians.

**OCS Middle School Discipline/Demerit System**

| <b>ACCUMULATED DEMERITS</b> | <b>CONSEQUENCES</b>   |
|-----------------------------|---|
| 5 demerits                  | One Hour After-School Detention Issued.                               |
| 10 demerits                 | One Hour After-School Detention Issued.                               |
| 15 demerits                 | Four Hour Saturday School Issued (\$75). Possible Behavior Probation. |
| 20 demerits                 | Four Hour Saturday School Issued (\$75). Possible Behavior Probation. |
| 25 demerits                 | One-Day Suspension Issued. Possible Behavior Probation.               |

**EXAMPLES OF MINOR OFFENSES - ONE DEMERIT**

- Backpack, gym bag, books, or other personal items not in a designated location
- Speaking hurtful words to another student
- Class disruption via talking and/or noise level violation
- Class disruption via horseplay
- Dress code violation
- Eating or drinking in a restricted area
- Students in an off-limit area
- Inattentive in class
- Failure to follow break/lunch/recess rules and procedures
- Pushing, tripping, or tackling - including recess, break, and car line (does NOT result in an injury)
- Throwing an object in the classroom (does NOT result in an injury)
- Unprepared for class
- Misuse of technology (iPad or other device - includes not bringing iPad to class or not having iPad charged during class)
- Public displays of affection

**EXAMPLES OF MAJOR OFFENSES - FIVE DEMERITS**

- Disrespectful attitude or disobedience towards an OCS faculty or staff member
- Cheating on a homework assignment (zero also given)
- Inappropriate language
- Not complying with after-school/late pick-up policy

EXAMPLES OF OFFENSES THAT WILL BE REFERRED TO THE DEAN OF STUDENTS

- Bullying with words
- Bullying using social media (cyberbullying)
- Threats of violence
- Pushing, tripping or tackling (results in an injury of another student)
- Cheating on a quiz, a test, or plagiarizing an assignment (zero also given)
- Vandalism or destruction of school property
- Vandalism or destruction of another student’s property
- Failure to appear for a detention
- Failure to appear for a Saturday school
- Fighting (physical altercation)
- Possession of alcohol, tobacco, or drugs (or being under the influence of these substances - including vaporizers)
- Possession or use of a weapon
- Sexual harassment
- Sexual misconduct
- Stealing
- Lying

**Dress Code**

Believing that neat, moderate standards of dress help foster self-respect and a healthy school community (putting others first), our dress code supports OCS’s mission to equip students to transform the world for Christ and His kingdom. Students are expected to dress in a conservative manner. OCS administration reserves the right to determine the appropriateness of any trend related to appearance and attire.

HIGH SCHOOL DRESS CODE

For High School students, dress code violations are considered a Level 1 offense (see the High School Discipline Matrix). Multiple dress code offenses could result in Level 2 or 3 consequences. Students not exhibiting modest dress may be sent home at the discretion of the Dean of Students.

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|--------------|---|
| Girls - Tops | <ul style="list-style-type: none"> <li>● 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.</li> <li>● 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.</li> <li>● Sheer or see-through clothing is not permitted (examples: sheer or see through mesh, lace, very thin material,</li> </ul> |
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|                 | <p>spandex, etc.).</p> <ul style="list-style-type: none"> <li>● T-shirts may only be worn on school Spirit Days and be OCS branded.</li> <li>● Tank tops, camis, and spaghetti-strap tops may be worn <b>under</b> dress code shirts as long as the dress code shirt is buttoned completely. Collared shirts may be worn as “over-shirts,” but must be buttoned appropriately.</li> <li>● Girl’s shirts should be modest with no cleavage showing</li> <li>● Collared shirts should not advertise or endorse any High School other than OCS.</li> </ul>   |
| Girls - Bottoms | <ul style="list-style-type: none"> <li>● Pants, shorts, and jeans are to be neat (no rips, frays or holes), clean, hemmed and worn properly above the hips. Only denim, khaki/chino or dress materials will be acceptable. Overalls are not permitted.</li> <li>● Pants may not be excessively tight or baggy. Lowriders are not permitted.</li> <li>● Athletic pants, athletic shorts, athleisure wear, joggers, leggings/jeggings, harem pants, jumpsuits, spandex or excessively stretchy material, and flannel pants are not permitted (i.e. warm-ups, sweatpants, baseball pants, spandex biking pants, etc.).</li> <li>● Shorts must be Bermuda-length, no more than 4 inches from the center of the knee. No other type of shorts may be worn.</li> <li>● Capri-length pants are acceptable.</li> <li>● Skirts and dresses are not permitted.</li> </ul> |
| Boys - Tops     | <ul style="list-style-type: none"> <li>● All shirts must have sleeves and collars.</li> <li>● T-shirts may only be worn on school Spirit Days and be OCS branded.</li> <li>● Shirts must be buttoned appropriately. The top button may be left open.</li> <li>● Collared shirts should not advertise or endorse any High School other than OCS.</li> </ul>  |
| Boys - Bottoms  | <ul style="list-style-type: none"> <li>● Pants, shorts, and jeans are to be neat (no rips, frays or holes), clean, hemmed and worn properly at the waist. Only</li> </ul>   |

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|                  | <p>denim, khaki/chino or dress materials will be acceptable.</p> <ul style="list-style-type: none"> <li>• Athletic pants (i.e. warm-ups, sweatpants, baseball pants, spandex biking pants, etc.), athletic shorts, swimwear, and flannel pants are not permitted.</li> <li>• <b>All pants/shorts must have a proper button and zipper. No “pull-on” or elastic waist pants/shorts.</b></li> <li>• Pants and shorts may not be excessively baggy or tight.</li> <li>• Shorts must be Bermuda length, denim, khaki/chino or dress material, and no more than 4 inches from the center of the knee. No other type of shorts may be worn. Overalls are not permitted.</li> </ul> |
| <p>Outerwear</p> | <ul style="list-style-type: none"> <li>• Long-sleeved sweatshirts are permitted only when worn with a collared shirt.</li> <li>• Jackets and sweaters (pullover, V-neck, crew-neck or cardigan - buttoned and full zip) are permitted when worn with a collared shirt. Hooded sweatshirts, jackets, and sweaters may be worn over collared shirts as long as the hood is kept down and the collar is visible. No offensive words, phrases, or pictures are permitted. Outerwear should not advertise or endorse any High School other than OCS.</li> <li>• Quarter-zip pullovers will qualify as a collared shirt as long as the collar is folded down.</li> </ul>           |
| <p>Shoes</p>     | <ul style="list-style-type: none"> <li>• Athletic shoes, dress shoes, or sandals are permitted.</li> <li>• Distracting styles of shoes are not permitted - at the discretion of the Dean of Students.</li> </ul>   |
| <p>Hair</p>      | <ul style="list-style-type: none"> <li>• Girls’ hair must be worn neatly; God-given colors only.</li> <li>• Boys’ hair must be neatly cut so that it is above the eyebrows in the front, not below the collar in the back, and no longer than the earlobe on the side;</li> </ul>  |

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|                         | <p>God-given colors only.</p> <ul style="list-style-type: none"> <li>Boys are not permitted to wear ponytails, buns, mohawks, and extreme hair styles. Hair pulled back by any hair accessory other than neat braids are not permitted.</li> <li>Boys must be cleanly shaven at all times. Sideburns may not extend below the earlobe.</li> </ul>  |
| Jewelry                 | <ul style="list-style-type: none"> <li>Girls may wear pierced earrings; otherwise no visible piercings are permitted (i.e. no tongue, nose, or lip piercings). Girls may not cover piercings with Band-Aids or wear clear posts.</li> <li>Boys may not wear any type of earrings, nose rings, lip rings, tongue rings (etc.) at school or at any OCS sponsored event. Boys may not cover them with Band-Aids or wear clear posts.</li> <li>Excessive jewelry or ornamentation may not be worn.</li> <li>Gauge earrings of any kind are not permitted.</li> </ul> |
| Accessories             | <ul style="list-style-type: none"> <li>Sunglasses may not be worn in the building during the school day.</li> <li>Visible tattoos of any manner are not permitted during the school day or at any OCS sponsored event.</li> </ul>  |
| Hats                    | <ul style="list-style-type: none"> <li>Hats or hoods may not be worn in the building or during the school day at any time.</li> </ul>  |
| Game Day Apparel        | <ul style="list-style-type: none"> <li>Players may wear uniform team gear on game days with pre-approval by the Dean of Students and the Athletic Director.</li> </ul>   |
| Dress of Dances - Girls | <ul style="list-style-type: none"> <li>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 the fingertip length will be considered for those students.</li> <li>Dresses may be halter or strapless, as long as the neckline is modest; no excessive cleavage is allowed.</li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>● Backs may not be any lower than the elbow when elbows are bent at the side.</li> <li>● Midriffs must be covered.</li> <li>● Dresses may not have cut outs.</li> <li>● Slits (formal dress) may be no higher than the knee area.</li> <li>● Dresses may not be excessively tight in appearance. Please keep this in mind when selecting the fabric of the dress.</li> <li>● 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.</li> <li>● Homecoming Dance - Dress is semi-formal. Modest long or short dresses.</li> <li>● Prom - Dress is formal. Long gowns.</li> </ul> |
| <p style="text-align: center;">Dress for Dances - Boys</p> | <ul style="list-style-type: none"> <li>● Homecoming Dance - Dress is semi-formal (dress shirt, pants, tie, and shoes); jackets are optional.</li> <li>● Prom - Dress is formal (suits with tie or tuxedo).</li> <li>● Any inappropriately dressed boys will not be allowed into the dance.</li> </ul>  |
| <p style="text-align: center;">Miscellaneous</p>           | <ul style="list-style-type: none"> <li>● Students must wear clothing appropriate for their gender. In case of extreme styles, the decision will be determined by the Dean of Students.</li> <li>● Shirts are not required to be tucked in.</li> <li>● At OCS functions where swimming occurs, girls have the option to wear a one piece swimsuit or to wear a dark colored t-shirt over a two piece swimsuit; boys may wear modest swim trunks or board shorts.</li> <li>● No offensive or questionable logos or pictures on any apparel are permitted. Discretion is left to the Dean of Students.</li> </ul>   |

### MIDDLE SCHOOL DRESS CODE

For Middle School students, dress code violations are considered a minor offense and students will receive one demerit for dress code violations (See the Middle School Demerit System). Students not exhibiting modest dress may be sent home at the discretion of the Dean of Students.

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| Tops      | <ul style="list-style-type: none"> <li>● Solid color, loose-fitting polo-style shirts, long enough to cover the pants/shorts waistband with arms raised, are to be worn.</li> <li>● Shirt logos may not exceed 2" x 2". An OCS logo is NOT required, but logos from schools other than OCS are NOT allowed.</li> <li>● Shirts are not required to be tucked in.</li> <li>● T-shirts (logo or short sleeve) with designs/slogans and button-up shirts (i.e. flannel shirts) may NOT be worn over collared shirts.</li> </ul>  |
| Bottoms   | <ul style="list-style-type: none"> <li>● Students may wear non-denim shorts and pants in black, navy, khaki, or gray.</li> <li>● Shorts may be no shorter than 4" above the knee.</li> <li>● Shorts and pants must be loose-fitting.</li> <li>● Cargo shorts and pants are acceptable.</li> <li>● <b>All pants/shorts must have a proper button and zipper. No "pull-on" or elastic waist pants/shorts.</b></li> <li>● Spandex pants/sliders may NOT be worn under shorts (girls and boys).</li> <li>● Athletic pants or shorts, joggers, leggings/jeggings, harem pants, pajama pants, sweatpants, spandex or excessively stretchy material and flannel pants may not be worn.</li> </ul> |
| Outerwear | <ul style="list-style-type: none"> <li>● Outerwear must be worn with a collared shirt.</li> <li>● 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</li> </ul>   |

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|                     | <p>are permitted. Outerwear shouldn't advertise or endorse any school other than OCS.</p> <ul style="list-style-type: none"> <li>● Outerwear with a collar does NOT replace a collared shirt.</li> <li>● Collared shirts MUST be visible under outerwear.</li> <li>● Cropped sweaters/sweatshirts may NOT be worn.</li> </ul>   |
| Shoes               | <ul style="list-style-type: none"> <li>● Athletic shoes, dress shoes, or leather sandals are permitted; heels no higher than 3".</li> <li>● Rubber flip flops, sport slide sandals, crocs, and light-up shoes/wheelies may not be worn.</li> </ul>  |
| Hair                | <ul style="list-style-type: none"> <li>● Girls' hair must be worn neatly and may not be colored; God-given colors only.</li> <li>● Boys' hair must be neatly cut so that it is above the eyebrows in the front, not below the collar in the back, and no longer than the earlobe. God-given colors only.</li> <li>● For boys, ponytails, buns, Mohawks, and extreme hair styles are not permitted. Hair pulled back by any hair accessory is not permitted.</li> <li>● Facial hair must be cleanly shaven at all times. Sideburns may not extend below the earlobe.</li> </ul>  |
| Jewelry/Accessories | <ul style="list-style-type: none"> <li>● Girls may wear pierced earrings, otherwise no visible piercings are permitted, including tongue, nose, or lip piercings. Students may not cover piercings with band-aids.</li> <li>● Boys may not wear any type of earrings at school or at any OCS function and may have no other visible piercings (and may not cover piercings with band-aids).</li> <li>● Excessive jewelry or ornamentation may not be worn.</li> <li>● Gauge earrings of any kind are not permitted.</li> <li>● Hats, sunglasses, or hoods may not be worn in the building or during the school</li> </ul> |

|                 |   |
|-----------------|---|
|                 | day.  |
| Game Days       | <ul style="list-style-type: none"> <li>● Players may wear uniform team gear on game days with pre-approval by the Dean of Students and the Athletic Director.</li> </ul>  |
| OCS Spirit Days | <ul style="list-style-type: none"> <li>● Loose-fitting denim material jeans (any color, no rips, frays, or holes).</li> <li>● Gym/athletic shorts may NOT be worn.</li> <li>● OCS branded t-shirt may be worn (if an OCS t-shirt is not worn, normal dress code still applies).</li> </ul>  |
| Miscellaneous   | <ul style="list-style-type: none"> <li>● In case of extreme styles, judgment will be determined by the Dean of Students or Principal.</li> <li>● No offensive or questionable logos or pictures on any apparel are permitted. Discretion in this is left to the Dean of Students or Principal.</li> <li>● Students must wear clothing appropriate for their gender. In case of extreme styles, the decision will be determined by the Dean of Students or Principal.</li> <li>● At OCS functions where swimming occurs, girls have the option to wear a one piece swimsuit or to wear a dark colored t-shirt over a two piece swimsuit. and boys may wear modest swim trunks or board shorts.</li> <li>● Visible tattoos (or writing on hands/arms of any manner) are not permitted.</li> </ul> |

***Each student & their parent must read the handbook and sign the acknowledgement form before the first day of school. Please use the link below to e-sign the acknowledgement form.***

[2020-2021 K4-5th Grade Acknowledgement Form](#)

[2020-2021 6th-12th Grade Acknowledgement Form](#)