

**OAK RIDGE CHRISTIAN ACADEMY  
STUDENT/PARENT HANDBOOK  
2009-2010**

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**The School Administrative Council, the governing body of Oak Ridge Christian Academy, reserves the right to make changes and additions to the rules, regulations, and policies contained in the handbook, including those relating to admission, instruction, and graduation, in order to serve the best interest of the school, its students, and its standards.**

**(Revised August 2009)**



## SECTION I - INTRODUCTION

### MISSION STATEMENT

Oak Ridge Reformed Baptist desires to “Equip the Saints for Service, and Edify the Body of Christ” (Ephesians 4:12). Our church understands that the Great Commission (Matt. 28:18-20) extends to all ages and seeks to fulfill that Commission through exegetical, expository teaching which not only strengthens the mind with right thinking, but establishes a pattern of right living which is glorifying to God.

As a ministry of Oak Ridge Reformed Baptist Church, Oak Ridge Christian Academy exists to train students to “Seek Wisdom and Pursue Godliness” (Romans 16:19), making it our goal to develop students who know the truth, are passionate about the truth, and can communicate the truth in a winsome way. It is our desire to equip students and partner with their parents in training up their children (Prov. 22:6) that drives our ministry. We do not exist to replace parents, but to aid them in the task that the Lord has given them in teaching their children (Deut. 6:4-9). The mandate for Christian education comes from God's command that children are to be taught to love God and to give Him preeminence in their lives, and from biblical teaching that parents are responsible for the total education of their children.

### PHILOSOPHY OF EDUCATION

Christian education is a Bible-based, Christ-centered process leading the student to Christ and equipping him/her with knowledge, skills, and attitudes for effective Christian service. Being a Christian school, all of our subjects are taught from a thoroughly biblical worldview. We endeavor to produce students who know what they believe and why, and are able to defend their faith in a world that is increasingly antagonistic toward Christianity.

The beginning of wisdom is found in “the fear of the Lord” (Proverbs 9:10); therefore, all intellectual pursuits ought to be completed out of a desire to glorify God. Students are taught that all knowledge and wisdom come from God, and that all truth is God's truth, including history, geography, science, language and the arts; and that Jesus Christ is to be central in all learning and living. Our school partners with parents to provide quality Christian education which will assist in the child's academic, social, physical, and spiritual development.

Our vision includes the Classical approach to education. We believe Classical Christian education is the most effective way of training and equipping students with the truth. The methodology goes “with the grain” of their academic development in mature thinking. Here is a brief explanation:

- *Grammar* (K – 6<sup>th</sup>) focuses on the absorption of large quantities of material through memorization, recitation, and study, providing the student with the building blocks for all of their formal education.
- *Logic* (7<sup>th</sup> – 8<sup>th</sup>) teaches students how to construct rational arguments from the information they have come to know.
- *Rhetoric* (9<sup>th</sup> -12<sup>th</sup>) focuses on the articulation of truth and the presentation of logical arguments in a beautiful manner.

Given our purpose of educating children to glorify God alone follows the Trivium of grammar, logic and rhetoric, and naturally aligns our instruction with a child's God-given intellectual, spiritual and emotional development. This method allows teachers to instruct students to have both knowledge and understanding, as well as to wisely defend their conclusions from an educated and Christ-centered worldview.

## STATEMENT OF FAITH

Oak Ridge Reformed Baptist Church holds the following beliefs to be essential to the Christian faith. There are a great many matters in which genuine Christians disagree, but the ones contained herein are non-negotiable, being the “faith once for all passed down to all the saints.” These statements merely restate orthodox Christianity, the clear teaching of God’s Word. Therefore, all of Oak Ridge Reformed Baptist Church’s ministries, staff, and members agree with the following:

**1. Of the True God** We believe that there is one, and only one, living and true God, an infinite, intelligent Spirit, the Maker and Supreme Ruler of Heaven and Earth; inexpressibly glorious in holiness, and worthy of all possible honor, confidence, and love; that in the unity of the Godhead there are three persons, the Father, the Son, and the Holy Spirit. The Son being very and eternal God, of one substance and equal with the Father, who did, when the fullness of time was come, take upon him man's nature, yet without sin being conceived by the Holy Spirit in the womb of the Virgin Mary, so that two whole, perfect, and distinct natures were inseparably joined together in one person, which person is very God and very man, yet one Christ, the only mediator between God and man. The Holy Spirit possesses all the attributes of personality and deity and is in all the divine attributes coequal and consubstantial with the Father and the Son. We recognize His sovereign activity in the creation, the incarnation, the written revelation, and the work of salvation. His activity includes convicting the world of sin, of righteousness and of judgment, glorifying the Lord Jesus Christ, and transforming believers into the image of Christ.

**2. Of the Scriptures** We believe that the Holy Bible was written by men divinely inspired, and is a perfect treasure of heavenly instruction; that it has God for its author, salvation for its end, and truth without any mixture of error for its matter; that it reveals the principles by which God will judge us; and therefore is, and shall remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and opinions should be tried.

**3. Of the Fall of Man** We believe that man was created in holiness, under the law of his Maker; but by voluntary transgression fell from that holy and happy state; in consequence of which all mankind are now sinners, not by constraint, but choice; being by nature utterly void of that holiness required by the law of God, positively inclined to evil; and therefore under just condemnation to eternal ruin, without defense or excuse.

**4. Of the Way of Salvation** We believe that the salvation of sinners is wholly of grace, through the mediatorial offices of the Son of God; who by the appointment of the Father, freely took upon him our nature, yet without sin; honored the divine law by his personal obedience, and by his death made a full atonement for our sins; that having risen from the death, he is now enthroned in heaven; and uniting in his wonderful person the tenderest sympathies with divine perfections, he is every way qualified to be a suitable, a compassionate, and an all- sufficient Savior.

**5. Of Justification** We believe that the great gospel blessing which Christ secures to such as believe in him is Justification; that Justification includes the pardon of sin, and the promise of eternal life on principles of righteousness; that it is bestowed, not in consideration of any works of righteousness which we have done, but solely through faith in the Redeemer's blood; by virtue of which faith his perfect righteousness is freely imputed to us of God; that it brings us into a state of most blessed peace and favor with God, and secures every other blessing needful for time and eternity.

**6. Of Grace in Election and Regeneration** We believe that Election is the eternal purpose of God, according to which he graciously regenerates, sanctifies, and saves sinners; that being perfectly consistent with the free agency of man, it comprehends all the means in connection with the end; that it is a most glorious display of God's sovereign goodness, being infinitely free, wise, holy, and unchangeable; that it utterly excludes boasting, and promotes humility, love, prayer, praise, trust in God, and active imitation of his free mercy; that it encourages the use of means in the highest degree; that it may be ascertained by its effects in all who truly believe the gospel; that it is the foundation of Christian assurance; and that to ascertain it with regard to ourselves demands and deserves the utmost diligence. We believe that, in order to be saved, sinners must be regenerated, or born again; that regeneration consists in giving a holy disposition to the mind; that it is effected in a manner above our comprehension by the power of the Holy Spirit, in connection with divine truth, so as to secure our voluntary obedience to the gospel; and that its proper evidence appears in the holy fruits of repentance, and faith, and newness of life. We believe that Repentance and Faith are sacred duties, and also inseparable graces, wrought in our souls by the regenerating Spirit of God; whereby being deeply convinced of our guilt, danger, and helplessness, and of the way of salvation by Christ, we turn to God with unfeigned contrition, confession, and supplication for mercy; at the same time heartily receiving the Lord Jesus Christ as our Prophet, Priest, and King, and relying on him alone as the only and all-sufficient Savior.

**7. Of Sanctification** We believe that Sanctification is the process by which, according to the will of God, we are made partakers of his holiness; that it is a progressive work; that it is begun in regeneration; and that it is carried on in the hearts of believers by the presence and power of the Holy Spirit, the Sealer and Comforter, in the continual use of the appointed means--especially the Word of God, self-examination, self-denial, watchfulness, and prayer.

**8. Of the Perseverance of Saints** We believe that such only are real believers as endure unto the end; that their persevering attachment to Christ is the grand mark which distinguishes them from superficial professors; that a special Providence watches over their welfare; and they are kept by the power of God through faith unto salvation.

**9. Of the Church and Ordinances** We believe that a visible Church of Christ is a congregation of individuals associated by covenant in the faith and fellowship of the gospel; observing the ordinances of Christ; governed by his laws, and exercising the gifts, rights, and privileges invested in them by his Word. We believe that Christian Baptism is an act of obedience wherein one is baptized into the name of the Father, and Son, and Holy Ghost; to show forth, in a solemn and beautiful emblem, our faith in the crucified, buried, and risen Savior, with its effect in our death to sin and resurrection to a new life. The Lord's Supper is a corporate commemoration of the dying love of Christ by the sacred use of bread and fruit of the vine; preceded always by solemn self-examination.

**10. Of the Righteous and Wicked and Eternity** We believe that there is a radical and essential difference between the righteous and the wicked; that such only as through faith are justified in the name of the Lord Jesus, and sanctified by the Spirit of our God, are truly righteous in his esteem; while all such as continue in impenitence and unbelief are in his sight wicked, and under the curse; and this distinction holds among men both in and after death. We believe that the end of the world is approaching; that at the last day Christ will descend from heaven, and raise the dead from the grave to final retribution; that a solemn separation will then take place; that the wicked will be adjudged to endless punishment, and the righteous to endless joy; and that this judgment will fix forever the final state of men in heaven or hell, on principles of righteousness.

## **HISTORY**

Oak Ridge Christian Academy is a ministry of Oak Ridge Reformed Baptist and was established in 1992. ORCA is a member of the Association of Christian Schools International (ACSI) and has been a member in good standing since 1992. We are also members of the Texas Association of Baptist Schools (TABS), the Southern Baptist Association of Schools (SBACS), and the Association of Classical Christian Schools (ACCS). Oak Ridge Christian Academy was accredited by the Accreditation Commission of the Texas Association of Baptist Schools (ACTABS) as of the 2004-2005 school year for grades K-8<sup>th</sup> Grade. In the Fall of 2008, The Academy opened enrollment to High School Freshmen with plans to add a grade each year until the first Seniors graduate in 2012.

## **FOUNDATIONAL PRINCIPLES**

Oak Ridge Christian Academy exists for the express purpose of providing a quality education that exalts Christ Jesus as Lord. This means education that reaches the whole child; mentally, socially, physically, and spiritually, inspiring in students a system of values consistent with the Word of God. ORCA is committed to regular evaluation and review of all programs to provide opportunities for students to have a well-rounded education and provide quality academic instruction that equips students to achieve their highest potential.

Oak Ridge Christian Academy accomplishes these goals through the following:

- ◆ Proven Christian Curricula
- ◆ Qualified Teachers Committed to the Ministry of Christian Education
- ◆ Individual Attention Through Small Student/Teacher Ratios
- ◆ Parental Involvement
- ◆ Annual Standardized Testing

### **I. Proven Christian Curricula:**

- A. Oak Ridge Christian Academy primarily uses curriculum from A Beka Publications, Bob Jones University Press, Saxon Math, Veritas Press, and Logos Press, along with other supplemental materials.
- B. Fundamentals of reading, writing, math, history and science are stressed in every grade.
- C. Enrichment classes are determined by the resources of the school, and may include computer, physical education, music, drama, speech, Spanish and mentoring.
- D. We seek to teach the student:
  1. To apply himself to his work and to fulfill his various responsibilities.
  2. To think for himself and to stand up for his personal convictions.
  3. To develop his creative skills.
  4. To develop effective communication skills.
  5. To develop desire and discretion in wholesome physical and mental recreation.
  6. To work independently and cooperatively.
  7. To learn to be orderly and well-disciplined.
  8. To learn the knowledge and skills required for future study or occupational competence.
  9. To build strong Christian character.
  10. To develop good citizenship.
  11. To get along with unbelievers and other Christians who hold different views.
  12. To learn the social graces.

- E. Bible is taught as an integral part of the curriculum and is taught daily at all grade levels. We seek to present the great redemptive themes and principles of Christianity as revealed in the Holy Scriptures, such as:
  - 1. The Lord Jesus Christ is the Son of God who came to die for our sin.
  - 2. The joy of being born again by the Spirit of God, which comes upon understanding and receiving Jesus Christ as Lord and Savior.
  - 3. Growth in the Christian life, which depends upon fellowship with Jesus through Bible study, prayer, service, and fellowship with other believers.
  - 4. God is the creator and sustainer of the universe and man.
- F. Prayer is a vital ingredient in our program of Christian training. Students are trained in the importance of establishing a consistent daily prayer life. Teachers lead the students to understand how God is central to all of life and that continual communication with Him is essential to consistent Christian living. Students are trained in the habit of prayer throughout the school day, during Bible, before eating lunch, for special needs, and to give God praise for all things. Students are encouraged to make their requests known before God and are given opportunities to pray and share needs with others.
- G. A traditional teaching methodology is used in the classroom including lectures and demonstrations by the teacher. Other classroom methods used to enhance learning at various age levels include the following:
  - 1. Questions and answers, board work, oral reading, class discussions, speed drills, written assignments, cooperative learning, peer tutoring, peer teaching, audiovisual presentations, science labs, and debates.
  - 2. Oral presentations include book reports, chapel skits, speeches, and memory work.
  - 3. Appropriate team and individual projects expand the research and organizational skills of the students.
  - 4. Teachers may use review games or review sheets in class.
  - 5. Classes have regular homework for review and for reinforcement of learning. Quizzes and tests assure mastery by the students.
  - 6. Nine weeks' report cards include the overall average in each subject.

## II. Qualified Teachers Committed to the Ministry of Christian Education:

- A. Oak Ridge Christian Academy teachers are carefully selected on the basis of their education, experience, and integrity.
- B. All full-time teachers are degreed in the area in which they teach, and most are and certified.
- C. The most important requirements for the instructional staff are an unselfish spirit of dedication to children, a belief that the Christian school ministry is their service to God, and a complete and personal acceptance of the Lord, Jesus Christ as their Savior.

## III. Individual Attention Through Small Student/Teacher Ratios

- A. Oak Ridge Christian Academy strives to maintain low teacher to student ratios in order to facilitate an environment where the individual needs of the child may be met.
- B. All instruction is differentiated based on the ability and interest of the student in order to best equip them with the tools of learning.

C. As a general rule teacher to student ratios are as follows:

1. Mother's Day Out:
  - Beginners (1's): 2:8
  - Discovery (2's): 2:10
  - Readiness (3's): 2:12
2. Pre-K & Kindergarten – 1:12
3. 1<sup>st</sup> – 6<sup>th</sup> Grade – 1:18
4. Upper School (7<sup>th</sup>+) – 1:22

IV. Parental Involvement:

A. Oak Ridge Christian Academy was founded to educate the children of Christian parents. ORCA regards the training of children primarily as the parental responsibility shared by the church and school. In view of this, it is of paramount importance that the Christian home and the Christian church support the philosophy of the Christian school. All three should be in biblical agreement for a truly well rounded Christian education of the child.

B. Oak Ridge Christian Academy's role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be contradictory to the Biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual orientation, illegal drugs and alcohol, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

C. Parents are asked to sign and adhere to the PARENT'S CODE:

1. I will pray earnestly for Oak Ridge Christian Academy.
2. I will cooperate fully in the educational functions of ORCA, doing my best to make Christian education effective in the life of each of my children so that he or she may love and serve the Lord Jesus Christ all of his or her life.
3. I will pay all of my financial obligations to ORCA on or before the date due. If I am ever unable to pay on time, I will notify the school in advance, (a) giving a reasonable explanation for the delay, and (b) stating when the payment can be made.
4. I recognize that tuition and fees cover a major portion of ORCA operating expenses. I will prayerfully consider what our family can do to contribute above tuition to help with budget needs. (As God has prospered us, may we be faithful to Him.)
5. I will undertake volunteer duties and responsibilities for ORCA as opportunities arise and as God provides time and strength. My family will contribute a minimum of 20 hours of volunteer service during the school year in order to be eligible for enrollment to ORCA in the following school year. If I do not meet my obligation to serve 20 volunteer hours, I will be billed at a rate of \$10/hour for the hours I do not serve.
6. I will recommend ORCA to Christian families as opportunities arise.
7. I will attend meetings and other functions of the school regularly, even though I may not be able to achieve perfect attendance.
8. If I become dissatisfied with the school in any respect, I will seek to resolve the matter with the person or persons involved rather than begin to spread criticism or hold a negative attitude in my heart. (Matthew 18 principle)
9. I will seek the advancement of ORCA in all areas: spiritually, academically, and physically.
10. My family will participate in the fundraisers during the year to the minimum amount, unless we opt to pay the Buy-Out Fee.

11. I understand that all incoming students to ORCA are on a probationary period for the first nine weeks of school in regards to behavior and academic grades.

V. Annual Standardized Testing:

A. Oak Ridge Christian Academy uses two types of testing to assess academic achievement:

1. *Curriculum Testing* - The test that a teacher uses in conjunction with the curriculum used during the school year.
  - i. Every student must take every test, exam, or quiz relevant to the subject.
  - ii. If a student is absent on a test day, the student must reschedule with the teacher to take the test, within a reasonable time period.
  - iii. No more than three tests or exams may be scheduled on any day. In the upper intermediate and junior high grades, it may be necessary to schedule a test on Thursdays occasionally in order to achieve the curriculum goals.
  - iv. Weekly quizzes or short quizzes over limited material may be scheduled on the same day as tests.
2. *Stanford Achievement Testing (SAT)* - A four day testing session which helps to assess a student's academic achievement compared to other students in that grade on a national level. Although the scores are not reflected on the student's report card, the scores may be used in determining a student's promotion or retention, in addition to grades and the teacher's recommendation.

- B. A complete evaluation of a student's performance must consider his achievement in comparison to his classmates as well as how he performed compared to grade level standards and relative to his own abilities and potential. With this in mind, standardized testing is administered every year, and results are shared with parents.

## **SCHOOL GOVERNANCE**

Oak Ridge Christian Academy is a ministry of Oak Ridge Reformed Baptist. The church elders are the final authorities. The Headmaster of the school is appointed by the church elders to direct all activities and personnel, including teachers, office staff, and part-time employees. The School Administrative Council is appointed by the church to assist and advise the Headmaster of the school and to be certain that the best interests of the church are maintained in all school activities. The members of the Council assist in establishing all major policies of the school. The teachers supervise classroom and student activities under the oversight of the Headmaster.

## **UNIFORMS**

At Oak Ridge Christian Academy, we believe that our appearance is an important tool as an effective Christian witness. A student's appearance should reflect the idea that learning is important enough to call for precision and neatness in dress. Uniforms are ordered through Parker School Uniforms. Slightly used clothing is also available at the school at a reduced price from individual parents. Call the school office if you are interested in buying items in the uniform closet.

## SECTION II – SCHOOL POLICIES

### ADMISSIONS POLICIES

Training up our children is our greatest responsibility in life. If children are raised in a Christian home, are actively involved in a local church, and attend a Christian school in their formative years, parents have done well to provide a Godly foundation for their lives. Oak Ridge Christian Academy was founded to educate the children of Christian parents. It is necessary that all parents agree with the philosophy, policies, and teaching of Oak Ridge Christian Academy.

The following admissions policies have been adopted to assure consistent standards of admission in agreement with the philosophy of the school:

1. The parents must be Christians, having experienced the "new birth." (John 3:1-7, II Corinthians 5:17) An exception may be made when only one parent is a born-again believer, provided the non-believing spouse agrees not to oppose the biblical teaching of the school. The parents must declare in writing that they have accepted and continue to acknowledge Jesus Christ as their personal Lord and Savior.
2. The parents must state in writing that they have read and agree with the Statement of Faith of the school, and both parents must agree to have their children educated in accordance therein.
3. The parents must agree in writing to the following:
  - a) The school has full discretion within the bounds of the Discipline Policy;
  - b) The school has full discretion for the grade placement of children;
  - c) The parents will meet all tuition and other financial obligations;
  - d) The parents will willingly support the school in prayer and lend practical help as required by the school;
  - e) The parents have read, agree with, and will perform as is required by the Parent's Code.
4. All parents must practice a Godly lifestyle and be actively involved in a local church.
5. Prospective pre-kindergarten students must be four years old **by September 1<sup>st</sup> of the school year**. Prospective kindergarten students must be five years old **by September 1<sup>st</sup> of the school year**.
6. **The Admissions Committee may refuse to admit a student with severe disciplinary or psychological problems. ORCA makes no provision for special needs students. ORCA is not staffed, equipped, or funded to effectively help students with certain learning disabilities or certain attention disorders that inhibit the educational process. The school determines acceptance and placement of all students.**
7. In light of the many social changes in our nation, we must clarify the biblical definition of marriage as the covenant relationship between one male and one female. (Genesis 2:18-25)

**It is and shall be the policy and practice of Oak Ridge Christian Academy in the admission of students or the hiring of employees, not to discriminate on the basis of the applicant's race, gender, color, nationality, or ethnic origin.**

## STEPS TO ENROLLMENT AT OAK RIDGE CHRISTIAN ACADEMY

1. Request a registration packet. Optional – Make an appointment for a tour of the school.
2. Complete all of the forms in the registration packet.
3. After completing Part I of the Pastor's form, give it to your Pastor along with a stamped envelope addressed to Oak Ridge Christian Academy (or the Pastor can fax the form to the school office). Also mail the reference sheet to a teacher or administrator of the student's most current school. (1<sup>st</sup> Grade and up only)
4. The Medical Authorization form must be signed by a parent or guardian.
5. Read and keep the dress code and uniform information.
6. Return all other completed forms to the school. Include the following with the packet:
  - a copy of your child's birth certificate.
  - a copy of your child's immunization record.
  - a copy of your child's most recent report card.
  - the non-refundable registration fee.

**Once all the forms and fees have been returned to the school, we will contact you to schedule placement testing for your child (1<sup>st</sup> – 11<sup>th</sup> Grade) or a kindergarten assessment. All information will be reviewed. You will then be contacted for an interview with the school Headmaster. Both parents and the child(ren) must attend the interview. The Admissions Committee will make a final decision on admission and a letter will be sent to inform the parents.**

## ATTENDANCE/TARDY POLICY

In order for the students to gain the most from school, regular attendance is required. Students demonstrate responsibility and dependability through their attendance. It is the responsibility of the parent and student to create the habit of being punctual and regular in attendance.

ORCA cooperates with authorities by enforcing the compulsory attendance statutes of Texas. "Every child in the state who is as much as six years of age, or who is less than six years of age and has previously been enrolled in first grade, and who has not completed the academic year in which his 17<sup>th</sup> birthday occurred shall be required to attend the public schools in the district of his residence or in some other district to which he may be transferred as provided or authorized by law a minimum of 90% of the days each semester of the regular school term of the district in which the child resides or to which he has been transferred." Texas Education Code 25.085

**Excused Absences:**

There are five acceptable excuses for school absence:

- A. Personal illness
- B. Illness in family
- C. Death in family
- D. School field trip
- E. **Prearranged Absence – Prior approval for family trips, family days, church activities, etc., must be obtained from the Headmaster at least three days to one week in advance**

When an absence is necessary, the parent/guardian should notify the school. Parents should phone or e-mail the school before 8:15 a.m. Voice mail messages may also be left before 7:30 a.m.

When returning to school, the student must report to the office first with a note from the parent or a doctor. The note should include the student's name, the reason for the absence, the date of the absence, and the signature of the parent. The student will then receive a pass to return to class. All absences are considered unexcused unless we receive a note with an acceptable reason within 48 hours. (An e-mail with the information is acceptable.)

**NOTE: STUDENTS MUST BE SYMPTOM FREE FOR 24 HOURS BEFORE RETURNING TO SCHOOL. This means no body temperature above 98.6° after a fever (above 100.0°) has been present, no vomiting, no diarrhea, no colored discharge, etc.**

**Make-up Work:**

It is not necessary to call for assignments if the student is absent only one day. For the second day and following of absence, parents may request that the teachers prepare a list of the student's assignments. These assignments can be picked **up not earlier than 3 p.m.** or sent home with a sibling or friend. The student may also wait until returning to school to get all make up assignments. The student will receive one day for each day that he/she is absent to complete the work.

Students absent the day before a previously scheduled test or project due date will be expected to take the test or turn in the project as scheduled. Exceptions will only be made when the Headmaster approves a written parent petition presented to the Headmaster the day the student returns. Petitions must show reasonable explanation for an exception to be granted (i.e., serious illness). Students absent due to illness the day of a test or the day a project is due are expected to take the test or turn in the project immediately upon return to school.

**Note: All make up work will be recorded as a zero unless the absence is excused.**

**Prearranged Absences:**

Parents must submit a written note at least three days to one week in advance for unusual trips or days absent. Include the date(s), purpose, and a signature. If the Headmaster approves the absence, a copy of the note will be given to the teacher or teachers. The teacher will prepare a list of assignments that need to be completed while the student is absent. The students must make up tests and quizzes when they return. Students may be expected to remain after school to make up work because the classroom schedule does not always allow the time needed. These absences will count toward the total days absent in the school year.

**Unexcused Absences:**

Absences are considered “unexcused” if the student returns to school without a note from a parent or doctor or if the absence is not accorded “excused” status. To remove the "unexcused" status, a note from the parent/guardian must be submitted within the next 24-hour period to the office with a valid reason. If a note with an acceptable reason is not received, all work for that day will be recorded as a zero.

The following are considered “unexcused” absences:

--Absences for shopping, haircuts, babysitting, or birthdays

--Absences occurring as a result of leaving early for vacation, out of town trips, and/or family days without prior approval from the office.

**Students must be present 90% of the school days in order to be promoted. Any absence over the 10% will be considered unexcused.**

**Perfect Attendance:**

Perfect attendance is obtained when a student is present 100% of the allotted school days. In order for a student to be counted present, the student must be present by 10:00 a.m. and be present in the classroom for a minimum of four hours. A student cannot be checked out of school before 12:00 p.m. to receive full day attendance.

**School-related Absences:**

Students involved in an approved, school-related activity will be counted as present. The student will be responsible for his work and will be given the same number of days for make-up work as the number of days absent. These days will not count against perfect attendance. (Includes ACSI events, field trips, and Beta Club convention)

**Excessive Absences:**

A student must be present 90% of the school days to be promoted. When a student has absences that exceed 10% of the allotted school days, regardless of the nature, the student’s academic promotion and/or scholastic participation will be subject to review by the Headmaster. A student may be considered truant and/or may need to attend Saturday school. Parents will be charged for Saturday school attendance to pay for the teacher who will supervise the students.

**If a student is absent more than 5 consecutive days, a written doctor’s excuse is required.** A student who is ill for an extended period of time may receive an exception with a doctor’s note explaining the medical condition.

**Checking in/Checking out:**

Appointments should be scheduled after school hours as much as possible. Parents should notify the school office at least two hours before a student needs to leave campus for an appointment. All students who leave campus during the school day must be signed out in the office by the parent/guardian. The parent should allow enough time to get the student from the class after the parent arrives at school. Parents must receive permission from the Headmaster before checking students out for any reason except doctor or dentist or orthodontic appointments. Taking students out for lunch or to a movie are not considered excused appointments.

No parents should go to the classroom to get their student(s) to minimize disruption to the class and to ensure the safety of all students. If a student will be returning to campus, the parent/guardian must sign the student(s) in at the office and office personnel will issue a class admittance slip for the student to give to his/her teacher. **A student will not be readmitted to class without an admittance slip.**

### **Tardiness:**

Tardiness can be a serious problem, for it minimizes the importance of the initial morning activities and the study of God's Word. Tardiness by students is disruptive to others and is a detriment to the learning process. There are occasions when a late arrival to school is unavoidable and may be excused.

It is expected that students will be brought to school and picked up on time by parents or their car pool. Supervision is provided beginning at 7:30 a.m. and ending at 3:30 p.m. unless a student stays in the Extended Care Program. Class hours are from 8:00 a.m. until 3:15 p.m.

A student is tardy if he arrives in class after 8:00 a.m. The student will be considered tardy if dropped off by a parent when there is insufficient time for the student to walk back to the classroom. Allow time for the student to go by the restroom and put up his/her backpack also.

When a student is tardy, the PARENT must sign the student in at the office and a class admittance slip will be issued to the student, which will allow the student to enter class. Students are allowed five (5) "unexcused" tardies in a nine-week period before being charged. **Family accounts will also be charged \$5.00 for each unexcused tardy exceeding this limit.**

"Unexcused" tardies include, but are not limited to, the following:

- ◆ Oversleeping
- ◆ Waiting on car pool
- ◆ Appointments not approved in advance by the school office
- ◆ Common daily traffic and congestion

**Note: The student will receive a "zero" for quizzes or tests taken during the subject in which the tardy occurred.**

Between Class Tardies (Upper School only):

- ◆ 1<sup>st</sup> – 3<sup>rd</sup> tardies – warnings
- ◆ 4<sup>th</sup> tardy – serve detention
- ◆ 5<sup>th</sup> – 7<sup>th</sup> tardies – warnings
- ◆ 8<sup>th</sup> tardy – detention and visit Headmaster

Note: Tardies start over at the end of each nine weeks.

### **CHAPEL POLICY**

Chapel services are held weekly on Wednesdays (Pre-K – 6<sup>th</sup>) and on Thursdays (Upper School) to give students and teachers an opportunity to worship, sing, and fellowship together. The Chaplain, staff, students, or outside speakers may lead in chapel services.

Parents and their guests are welcome to attend chapel at any time. Please dress appropriately for chapel service.

Students must follow the dress code for the chapel uniform. Students may wear their ORCA sweatshirts but need to remove their outerwear. If the students are performing or pictures will be taken, students will need to remove their sweatshirts. Students must wear the proper attire under the sweatshirt, i.e., girl's tie, belt, etc. Shirts should be tucked in properly.

A spirit of reverence should be felt in all chapel services. Attentive, courteous conduct that is honoring to the Lord should always be observed. Students should sit up, be quiet, and remain in their seats. The students should bring their Bibles to chapel beginning in 3<sup>rd</sup> grade.

## **CHILD ABUSE POLICY**

Oak Ridge Christian Academy is required by law to report within 48 hours any allegation of child abuse to the proper governmental authority of the State of Texas where The Academy has cause to believe that student's physical or mental health or welfare has been or may be further adversely affected by abuse or neglect.

## **COMPUTER/INTERNET ACCEPTABLE USE POLICY**

Oak Ridge Christian Academy is pleased to offer access to The Academy's computer network with limitless resources, e-mail and the Internet. We believe that the network, e-mail and Internet have much to offer education. It is the goal of the school to educate all users about efficient, ethical and appropriate use of these resources. In order to assist users in learning to use the Internet correctly, the school will provide a filtering system. However, in the case of a student, the student and his/her parents are held responsible for his/her actions whenever using the Internet. Within the context of the school's Mission Statement, these resources will be used to meet the goals of the curriculum.

The following policy for acceptable use of the computers, networks, e-mail and the Internet, shall apply to all school administrators, faculty, staff, students and parents. All hardware and software shall be used under the supervision of the Instructional Technologist.

In regard to desktops:

1. Users shall not use anyone else's name, logon, password or files for any reason, nor let other persons (except technology staff) use their name, logon, password or files. The user or a teacher can do password changes.
2. Users shall not hack or attempt to hack any computer or the network.
3. Users shall not copy/download or install software without a license. Users may install
  - a. Legal programs with the prior approval of the Instructional Technologist. If asked, a user must produce the original license within 24 hours of any software in question. If software downloads and installation crashes the computer more than twice, the user will pay \$50 for re-imaging.
4. Users shall not attach any peripheral devices without the *prior* approval of the Instructional Technologist. If damage is done to the computer, the user will pay the cost of repairs.
5. Users shall not attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer (e.g. bug, virus, worm or Trojan Horse).
6. Users may not play games during the school day without the permission of the supervising faculty, staff or Headmaster.
7. Users shall not deliberately access or create any obscene or objectionable information, language or images.
8. Internet use is monitored and logged by username. Users are responsible for closing any Internet session upon completion.

9. Student users will not have the ability to "send" e-mail during the school day through Outlook, and all web-based e-mail is prohibited.

In regard to the Network:

1. Users shall not disclose any personal information about another user.
2. Users shall not tamper with computers, networks, printers, or other associated equipment.
3. Users shall not intentionally damage the network system or misuse system resources, including but not limited to partitioning the hard drive, using streaming audio or video, chat sessions (AOL Messenger, MSN messenger, etc.), FTP downloads, etc.
4. The computers, network, e-mail and Internet are provided for educational purposes. Users shall not use the school's technology resources for any purpose other than those in compliance with Oak Ridge Christian Academy's Mission Statement and educational philosophy.
5. Network storage areas are treated like school lockers. Without prior notice, Network administrators may review files and communications to maintain system integrity and ensure responsible usage.

The use of technology at ORCA is a privilege and not a right. Violations of the Oak Ridge Christian Academy policies and procedures concerning the use of computers and networks will result in disciplinary actions consistent with other code and conduct violations.

All students and parents will be responsible for becoming familiar with this policy. A copy will be on file in the school office.

## **COPYRIGHT POLICY**

Students of ORCA will adhere to all provisions of Title 17, United States Code, entitled "Copyrights." This directive includes copyright laws, congressional guidelines, and other related federal legislation concerning copyrighted materials.

Copyright Do's and Don'ts for every student to remember:

- a. do take copyright seriously—it is a federal law
- b. do change the original wording by paraphrasing; or use quotations, footnotes, and/or parenthetical documentation of the source
- c. do feel free to make one copy of anything in print (including the Internet) to use for research purposes (as a student, you do have special privileges)
- d. don't use someone else's work without permission or giving credit to the source—as soon as a person puts their work (including artwork, HTML, graphics, and even e-mail) in tangible form, it is automatically protected by copyright law
- e. don't load software, use shareware, or duplicate audio-video materials without knowing the specific agreements and rules for each product
- f. don't distort or alter the original intent or message of any material you duplicate and use

A student will not do the following:

- a. produce copies of copyrighted materials unlawfully on school equipment
- b. use illegally copied materials with school owned equipment, in school owned facilities, or at a school sponsored function
- c. be covered by legal and insurance protection by the school if he/she unlawfully copies or uses unlawfully copied copyrighted material

## **DANCING POLICY**

The Academy does not sponsor dances and students will not participate in dances at any off-campus events, such as the Beta Club Convention.

## **DIRECTORY POLICY**

The Academy directory may be found under a secure directory through the school website. Any change of address or phone number should be reported immediately to the school office.

## **DISCIPLINE POLICY**

Discipline should be viewed as “discipling” a student to emulate the character of Christ. Biblical discipline, as implemented by the school, is done in the admonition of the Lord, so righteousness will be fostered in the students of Oak Ridge Christian Academy.

While the discipline of the student is ultimately the parents’ responsibility, parents and teachers must fully cooperate with one another. Anything said or done which tears down respect and confidence for either will harm the relationship and could undermine the common goal. Mutual understanding can be gained by conferring with and praying for one another. The father will generally be called regarding disciplinary matters. Both parents are expected to attend all disciplinary conferences with the teacher and/or Headmaster.

The disciplinary policies of Oak Ridge Christian Academy have been designed to promote order and responsible behavior on the part of each student, as well as an atmosphere conducive to learning. Students are trained to understand the importance of respecting authority and submitting to those in authority over them.

The behavior of the student is to be consistent with the level of his/her expected maturity. Respect must be shown at all times for all school personnel, as well as all parents and visitors. Teachers and administrators will have complete authority at all times during the school day, in or out of the classroom, on the campus and at school functions. Students who do not cooperate with any teacher in carrying out instructions, or who fail to display respect for those in authority, will be subject to disciplinary action.

It is also understood that when students are admitted to Oak Ridge Christian Academy, they become identified with the school, and the school is judged by the students’ conduct. As ORCA seeks to produce responsible citizens and ambassadors for Christ, it is expected that student conduct will reflect favorably on the students themselves and on the school at all times, on and off campus. Therefore, the authority of the school with respect to student conduct must extend to any occurrence that reflects adversely on the good name or reputation of Oak Ridge Christian Academy. The conduct of the students should be exemplary both on and off the campus.

Exposure to movies, music, television, and literature should be carefully chosen and supervised by the parents, in accordance with Philippians 4:8.

**NOTE:** Parents are an integral part of our school and their presence is always welcome. When parents are on the school campus or chaperoning an event, their presence and “extra eyes” are helpful to teachers. However, anytime a discipline issue arises, it is the teacher or administration’s responsibility to take corrective action. A warning from a parent is encouraged; however, if the student does not respond, then a teacher or the administration should be notified immediately. **A parent should never grab or verbally reprimand a student. A parent should never take a student aside to counsel or talk with them about their behavior or relationships with other students.**

**Behavioral Expectations:**

Positive reinforcement such as verbal praise, certificates, homework coupons, extra recess, and candy are examples of the rewards a student might receive for exemplary behavior. Students should exhibit their exemplary behavior in the following ways:

1. Walk in the buildings for their safety and the safety of others.
2. Refrain from chewing gum.
3. Listen carefully and quietly in classes and assemblies.
4. Be on time to class.
5. Help keep our school campus neat and clean by picking up trash.
6. Always wear school uniforms neatly, according to Dress Code guidelines.
7. Respect school property and the property of other students.
8. Leave CD's, CD players, I Pod's, radios, toys, electronic games, and other items at home.
9. Eat in designated areas only.
10. Have no public display of affection between female and male students.
11. Speak respectfully to all adults and stand when adults enter the classroom.
12. Always be respectful to other students.
13. Always be honest and helpful.
14. Always ask questions if not sure what to do.

**Classroom Discipline:**

Teachers will generally be responsible for the conduct of the students throughout the school day. Students should expect to be corrected by a teacher whenever they break a rule or commit a deliberate or thoughtless act. Teachers may use non-verbal warnings such as a "look" or shake of the head, standing beside the desk, etc., or a verbal reminder. In addition, the teacher or Headmaster may counsel with the student. Parents may be contacted by note, warning slip, discipline chart, or phone calls to enlist their help in correcting the behavior of the child.

Students who do not obey the rules or exhibit respect to others may incur disciplinary action. Disciplinary actions are implemented according to the discipline system of the different age levels.

Primary Grades (Pre-k - 2<sup>nd</sup> grade) – Parents receive a daily notification of the child's behavior on the discipline chart.

Intermediate Grades (3<sup>rd</sup> - 6<sup>th</sup> grade) – The teacher records marks cumulatively over the nine weeks. Students may have to walk during recess, serve detention, or receive demerits for repeated offenses. Parents receive notification when a warning or demerit slip is sent home.

Junior High Students (7<sup>th</sup> and 8<sup>th</sup> grade) – The student receives a demerit when five marks are accumulated for irresponsibility or violations of classroom rules. Parents receive notification when the demerit slips are sent home.

**Demerits:**

Students may be assigned demerits according to the type of infraction of school rules. Excessive demerits will result in loss of privileges or possible expulsion from the school. Demerits will accumulate on a yearly basis. **Students not sent to the office for six consecutive school weeks can have up to three demerits removed from their record for the year.**

Minor Infractions (1 - 3 demerits each occurrence)

- ◆ Chewing gum
- ◆ Running in buildings
- ◆ Excessive talking
- ◆ Littering school property or grounds
- ◆ Inappropriate or inattentive behavior
- ◆ Dress Code violations
- ◆ Repeated violations of classroom rules
- ◆ Writing, passing, or reading notes

Major Infractions (5 or more demerits)

- |  |         |
|--|---------|
| ◆ Disrespect to other students                                   | 5       |
| ◆ Inappropriate or violent physical contact with another student | 5       |
| ◆ Stirring up strife and contention                              | 5       |
| ◆ Cheating (also a zero on the test or assignment)               | 5       |
| ◆ Disrespect to leadership                                       | 5       |
| ◆ Dishonesty   | 5       |
| ◆ Fighting   | 5       |
| ◆ Profanity or vulgarity   | 5       |
| ◆ Sexual gestures or drawings                                    | 5       |
| ◆ Public display of affection                                    | 5       |
| ◆ Stealing   | 5 - 15  |
| ◆ Vandalism - plus restitution                                   | 5 - 15  |
| ◆ Destruction of school property - plus restitution              | 5 - 15  |
| ◆ Immoral activity   | 10 - 15 |
| ◆ Partaking of alcohol or smoking                                | 10 - 15 |
| ◆ Weapons  | 10 - 15 |
| ◆ Criminal activity  | 10 - 15 |

**For minor or major infractions not specifically listed, corrective action will be determined by the Administration.**

Students of this school are expected at all times, whether they are under the school's supervision or not, to refrain from cheating, swearing, smoking, gambling, stealing, drinking alcoholic beverages, sexual immorality, any type of drug use, and any other activity that is detrimental to the student or others.

1 – 5 Demerits:

The parent/guardian receives notification of the student's behavior and the number of demerits issued. The student may receive counseling from the teacher and/or Headmaster or a written assignment relative to the infraction for which the demerits were issued.

\*6 – 9 Demerits:

The student will visit the office and receive counseling. Detention may be assigned. The intent is to correct the action(s) of the student. The parents will be contacted and a conference with the Headmaster may be scheduled.

**\*\*10-14 Demerits:**

The student will report to the office for counseling, and the parents will be contacted for a conference with the Headmaster. Additional consequences may include detention and up to one day in-house suspension.

**\*\*15-19 Demerits:**

The Headmaster will contact the parent and a 1 – 3 day in-house or out-of-school suspension will be assigned to the student.

**\*\*20 Demerits:**

The student may be permanently expelled from ORCA on the decision of the Administration of Oak Ridge Christian Academy.

**\* Students may not receive honor roll recognition.**

**\*\*This number of demerits places a student on probation that disqualifies the student from receiving any academic award, including honor roll. Students may not attend class parties, ACSI events or school-wide events at the discretion of the administration. Students in grades seven and eight will also be ineligible to attend the end of the year trip. The Administration may also place the student on probation for the first quarter of the following year.**

**Other Disciplinary Actions:**

**After School Detention (beginning in 3<sup>rd</sup> Grade)**

After school detention is for intermediate and junior high students receiving homework offenses or excessive demerits. Junior high students are also assigned detention for excessive between class tardies.

Detentions are assigned for 30 minutes after school on Tuesday, Wednesday, or Thursday afternoon. Students are assigned the detention one day in advance so parents can be notified.

Students receiving detention for homework offenses or excessive demerits will do work or copy from the student handbook at the teacher's discretion. Students receiving detention for tardies will copy from the handbook.

**Dress Code Violations**

**Elementary Students (Pre-Kindergarten through Sixth Grade)**

Elementary students who violate dress code guidelines will be issued a dress code warning. The teacher issuing the violation will complete a warning slip and record the warning on the violation log. The warning slip will be sent home to the parent/guardian the day the warning is issued. After a student has received three warnings, the teacher will issue a demerit for the fourth and following violations. The supervising teacher will issue a demerit slip and the Headmaster will be notified.

**Upper School Students (beginning in 7<sup>th</sup> Grade)**

Students who violate dress code guidelines will be given one demerit per occurrence after an initial warning. The supervising teacher will issue a demerit slip and the Headmaster will be notified.

Dress code violations accumulate over the course of the year.

### **In-School Suspension**

In-school suspension can be used in situations where a student is not responding to corrective action. The student is placed in a room close to the office and required to complete school assignments given by the teacher with the oversight of the Administration. The student is not permitted to participate in any co-curricular classes or have lunch with his/her class.

### **Time Out, Recess Detention, Lunch Detention**

Students may have to sit out five to twenty minutes depending on the level of the offense and the child's age. Lunch detention is for the duration of the lunch period. The student sits away from his class and may not speak to adults or other children.

### **Written Assignments**

Written assignments may be made in addition to or in place of demerits, depending on the nature of the offense and the past behavior of the student. Students look up Scriptures and explain the applicable principles based on the nature of the offense.

Note: The Headmaster will generally be responsible for handling major offenses. Minor offenses that occur frequently without correction may also require the intervention of the Headmaster. **The above measures may be skipped in matters involving major infractions. Also, repeated visits to the Headmaster's office may result in a parent conference and/or other disciplinary action deemed necessary by the administration of Oak Ridge Christian Academy.**

### **Playground Guidelines:**

1. Students are not to play on the equipment unless a teacher is supervising. **If a parent is eating lunch with a student at the picnic tables, the student and/or siblings should not be on the equipment.**
2. Shoes must be worn at all times. Be careful to clean your shoes before entering the buildings.
3. Properly dispose of food, drinks, and any trash before going on the playground.
4. Sit with bottom on swings. Do not jump out, hang upside down, swing on stomach or back, and do not stand on swings. Do not walk in front of someone who is swinging or between swings. Students should not twist the chains on the swings or throw them over the bar to make the swings shorter.
5. Slide down on bottoms. Do not stand up or slide on stomach or back and do not walk up the slide.
6. Students are not allowed to climb or jump from trees, the forts, or the picnic tables. Do not climb on the outside of the forts.
7. The chin-up bars are for 5<sup>th</sup> grade and above students. Do not use the bars to turn flips or swing from bars.
8. Nothing should be thrown at another student: dirt, rocks, bark, pine cones, etc.
9. Do not walk on the boards around the sandy area near the back house, the grassy area on the way to the cafeteria, or on the concrete barrier next to the sidewalk.
10. **Students are not permitted to go behind school buildings or outside the fence around the property.**
11. Do not play with the wood chips/mulch on the ground. This material is for your safety, to cushion you should you fall down. It is expensive and needs to remain evenly distributed and within the boundaries of the play area to be effective. Do not put anything on the slides or ramp.
12. No digging in the sand, rocks, or dirt at any time or moving these materials to another location.
13. No rollerblades, skates, bicycles, or skateboards allowed before, during, or after school.

14. No one should kick or sit on the tether ball.
15. No student should pull on the basketball goal or try to adjust the height of the basketball goal.
16. No students should be playing or running with sticks.
17. Be careful of tree roots, limbs, rocks, etc. Let your teacher know if there is anything that might be a safety hazard to you or another student.

**Pre-kindergarten/kindergarten Playground:**

1. During school only pre-kindergarten, kindergarten, and first grade students are allowed on this playground. Students should not use the equipment during lunch when parents visit.
2. The pre-kindergarten and kindergarten students may not use the monkey bars.

**DISTRIBUTION/SALE/POSSESSION OF ITEMS POLICY**

Students are not to use, write, distribute, or possess profane, indecent, or obscene language, literature, writing, or pictures.

Sale or distribution of objects or any substance that has not been authorized by the administration is prohibited. All fundraising for the school must be approved by the administration.

Use, possession, and/or sale of alcohol, all tobacco products, drugs, and weapons are prohibited whether students are on or off campus and at school-related or non-school related functions.

**ENROLLMENT/ DISMISSAL POLICY**

Our desire is to build a partnership with parents. This partnership must be characterized by support of the school's programs and leadership. This partnership is also characterized by the school building bridges of support and communication to the family. One of the primary goals of any instructional program in Christian education is that the school and the parents are a blessing to each other. Therefore, it is vital that the school and the parents function as partners.

Students who violate the policies of Oak Ridge Christian Academy will be subject to dismissal. Reasons for such action include, but are not limited to the following: failure to maintain passing grades; violations of the disciplinary guidelines; contributing to the spiritual or moral decline of other students, falsifying information during the application process; failure to maintain financial commitment; or as deemed necessary for the good of the school.

A student's continued enrollment is dependent on the student achieving satisfactory educational performance and the student's and student's parents' compliance with the rules of conduct set forth in the Student/Parent Handbook. Accordingly, if in the sole discretion of Oak Ridge Christian Academy, a student fails to achieve satisfactory educational performance or either the student or the student's parent fails to comply with such rules of conduct, Oak Ridge Christian Academy shall have the right to dismiss the student.

Parents of the students must agree to abide by the policies and procedures set forth by the administration of Oak Ridge Christian Academy. It is understood that specific or general actions that are detrimental to the ministry of the school may result in the termination of the participation of the family in the school.

## GRIEVANCE POLICY

Parents and/or students who have a grievance against a teacher, staff member, or the Headmaster must try, in accordance with Matthew 18, to first take up the matter with the individual involved. (Please read the last section about the Matthew 18 principle.) In cases where the issue is with the teacher, the student or parent should come to the Headmaster only after attempting to resolve the matter with the teacher. If resolution is not possible at the parent/teacher level, the parent may request a meeting with the Headmaster with the teacher present. The final determination by the administration shall be the final decision.

Express the matter promptly to avoid ill feelings and friction that would hinder you as a Christian. **Tell only the right person. Please do not involve other parents in what should be considered confidential matters involving personnel and students.**

Give the staff the benefit of the doubt. Realize that your child's reporting may be emotionally biased and may reflect only one side of the story. Also realize that we have reasons for all rules and that we endeavor to enforce them as consistently as possible. Please do not criticize the school or a staff member in front of your child, as this will reduce his respect for authority in general, resulting in less willingness to obey and cooperate.

Support the administration, teachers, and staff with your prayers and praise. We are dedicated to partner with you in training your children.

### **Biblical Principle (Matthew 18)**

Matthew 18:15 – 17 is the principle of giving a good report. This principle has worked wonders. This principle brings about a spirit of unity and loyalty, and a greater love for one another. This principle, when applied in the spirit of Galatians 6:1, will transform the school or any institution into a dynamic Christian force in the community.

Bill Gothard states that if this principle is applied, it will produce three results: "Disloyalty, with its gossip and slander, would cease and give way to right fellowship among sincere Christians. Christians would become a corrective and edifying force to each other with the result that weaker Christians would be strengthened and false teachers would be exposed. And the world would believe that God sent His Son with a message of hope for them."

It should be the desire of every parent, student, staff or faculty member associated with the school to practice this principle found in Matthew 18:15 – 17 in the spirit of Galatians 6:1.

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

"Brethren, if a man be overtaken in a fault, ye which are spiritual, restore such as one in the spirit of meekness; considering thyself, lest thou also be tempted."

## **Communication**

In dealing with a parent, student, staff, or faculty member associated with our school, we need to encourage him/her when going to another parent, teacher, or student to use the following words, “I always want to be able to have a good report about you. I need to have you explain why a certain thing happened or why you choose to do a certain thing.”

By using this language, you are indicating to that person that you don’t speak about him behind his back. Secondly, it is not in an accusing way. You are asking him to explain why he took certain action or why he said certain things. It is frequently a communication problem that can be cleared up with honest discussion. If that person is at fault, it gives opportunity for that person to seek forgiveness and restoration.

## **Conflict Resolution**

Following this principle of Matthew 18 will aid in conflict resolution between persons associated with the school. For example, when a parent calls the Headmaster and begins to complain about a particular teacher, the Headmaster will encourage the parent to go to the teacher **first** with the complaint. If the parent is not satisfied after doing that, the Headmaster will meet with them as a witness and to facilitate communication.

Students are trained to use this principle in relationships with other students. For example, a student may ask another student to stop inappropriate or disrespectful behavior. If the second student does not respond to the appeal, the first student needs to approach the teacher and report the situation. The teacher helps the student find the balance between “telling on someone” and communicating problems with other students.

## **Good Report**

To maintain unity within our school, and its numerous relationships, we must commit ourselves to the following steps:

1. Commit ourselves to a good report. Each of us must make life-long decisions to give only a good report of others, unless we have followed the steps of Matthew 18 with a clear conscience and a desire to restore the offender. We should remember, if a Christian brother gives a bad report about any brother without having gone to him first in a spirit of love, he becomes a whisperer and damages the wider work of Christ, for Jesus prayed in John 17 for oneness or unity among true Christians.
2. Make it work in our families. Each father should meet with his entire family and agree to give only a good report of each other, and follow the steps of Matthew 18 whenever someone is offended. This means that each one invites the other to share with him privately when he misses the mark.
3. Encourage lovingly, but firmly, every other Christian to give only a good report and follow Matthew 18 when offended, for God tells us to exhort one another daily.

## **Testimony**

At Oak Ridge Christian Academy we can demonstrate to others that we are in Christ by our unity. The mark of a true Christian to the outside world is the quality of his love for other Christians. When the world sees Christians loving one another enough to follow God's steps of correction as outlined in Matthew 18, they will believe that God did send His Son into the world.

"By this shall all men know that ye are my disciples, if ye have love one for another."  
(John 13:35)

"That they all may be one, as thou, Father, are in me, and I in thee; that they also may be one in us, that the world may believe that thou hast sent me" (John 17:21).

## **HEALTH POLICY**

### **Audio-Visual Screening:**

State legislation requires that each student enrolled in the school have evidence of audio-visual testing. Legislation requires that screening is to be conducted every school year for the students in grades Pre-k, K, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup> and 9<sup>th</sup> grades, and for all new students, regardless of the grade. Students in the 6<sup>th</sup> grade are also screened for scoliosis as per state law. Parents will be notified of screening dates and any apparent problems. Parents who have their students screened by an off-campus provider must provide the information in a timely manner in order for the school to comply with the state's requirements.

### **Communicable Diseases:**

A health record is kept for each student in the school. In order to keep this up to date, it is requested that parents/guardians inform the office if your child has contracted any type of childhood illness or communicable diseases during the school year (including head lice and pink eye).

**PLEASE NOTE:** Students with contagious, life-threatening diseases shall not be admitted to the school. For the protection of all the students in the school, we reserve the right to determine whether or not a student is well enough to return to class following a communicable disease or if we believe the student to be exhibiting symptoms of a contagious illness.

### **Immunizations:**

All students are required to maintain their program of immunizations consistent with state regulations and policies. Students must have proof of immunizations before attending the school. All records will be verified by the school health care provider and a record will be kept on file in the office. It is the responsibility of the parent to keep the school informed of any updates to the immunization record. **If an immunization record is incomplete, the school reserves the right to refuse admittance to the student until proof of immunizations is produced. If immunizations are not up to date, a grace period of 30 days will be given to the parents to obtain the needed immunization. At the end of the grace period, any student who fails to comply with state regulations will not be allowed to attend classes until proof of compliance is received.**

### **Medical Records and Emergencies:**

Every student is required to have a medical emergency release on file in order that specific steps may be taken if a student is ill or has an accident at school which requires immediate treatment.

**Sickness:**

All students who are sick must be kept at home. When a student is well enough to participate in a normal school day, he may return to school. Students will be expected to participate in all outdoor activities with their class, unless the student has a note signed by a parent/guardian or doctor.

While at school, if the student has a temperature of 100° or other obvious symptoms, including but not limited to vomiting or diarrhea, he/she will be isolated and the parent/guardian will be contacted. The student must be picked up from school promptly.

**NOTE: STUDENTS MUST BE SYMPTOM FREE FOR 24 HOURS BEFORE RETURNING TO SCHOOL. This means no body temperature above 98.6° after a fever (above 100.0°) has been present, no vomiting, no diarrhea, no colored discharge, etc.**

**LUNCHROOM POLICY**

Lunches may be brought from home. Cafeteria supervisors receive health department training and the kitchen is inspected and licensed annually. **Younger children should have containers that do not require adults to open due to the limited amount of time and the number of children that require help. No microwave or refrigeration is available for lunches brought from home. Parents should send all necessary utensils and napkins.**

Hot lunches are available daily. Menus are sent home monthly. Students receive a peanut butter and jelly or cheese sandwich and chips if they forget their lunch and are charged according to their age group. They do not receive hot lunch. If a student frequently forgets his/her lunch, parents will be contacted. Two soft drink machines are available for the older children to buy drinks if given permission by their parents.

Students are expected to follow the lunchroom guidelines and obey the lunch monitor. Parents have requested that the students remain quiet during the first part of lunch so that they will eat and not talk to their friends. After the quiet time, students should speak at a moderate level and not yell.

Students must eat lunch or the parent will be contacted. Students are responsible for placing all garbage in containers prior to their dismissal. The older students in the last lunch period assist with putting up the chairs.

Parents, siblings, and grandparents, etc., may visit students at lunch. If eating in the lunchroom, they should only eat with their children. If they eat outside, the student may invite one friend. No student may play on the playground equipment until the entire class goes out for recess under the teacher's supervision. If siblings visit, the younger child should remain with the parent. The older child and his fellow student should not be expected to supervise the sibling. Please place all garbage in the trashcans.

**MEDICATION POLICY**

The Academy's office personnel record all prescription and non-prescription medication that is dispensed to the student. **Parents must provide cough drops and other non-prescription medications for colds and allergies.** All medications should be in the original container with the student's name. All medication must be secured in the school office in a place that is not accessible to students.

The Academy is not responsible for product expiration dates. Parents must personally check medication in and pick it up when it is expired or at the end of the school year. Medication that is not picked up will be discarded.

**Non-prescription Drugs:**

The school office may administer acetaminophen, ibuprofen, antacid, or other necessary non-prescription medications occasionally as needed, provided that the parent/guardian has approved their use by giving permission on the medical release form.

Once a student has received these medications more than five times during a nine-week period, the parent will be contacted and asked to approve each following use of these medications. Parents may need to consult their physician if the student is making frequent trips to the office for these medications.

**Prescription Drugs:**

The school office can only administer prescription medications once a "Request for Administration of Medication" has been completed by the parent and physician. It is the responsibility of the parent/guardian (not the child) to personally give the medication to the office staff, with written directions for administering the medication. Prescription drugs must have the original label with the student's name, name of medication and specific instructions for dosage, time to be given, and the length of time the medication is to be taken. The school will not be responsible for dosages missed. If the medication makes the student drowsy, he/she must stay at home.

If a student is under a doctor's care, it is very important that the parent/guardian notify the office in writing of the details regarding the student's medical condition, especially if the student is taking any medication for behavior modification. It is the parent's responsibility to ensure that the prescribed dosage is administered. If a student is out of medication and behavior is a problem, the school will determine if the student is able to participate in school.

**Do not send any medications in a student's backpack or lunch box. This could pose a serious risk if the medication gets into the wrong hands or mouth.**

**ELECTRONIC DEVICE POLICY (CELL PHONES, PAGERS, ETC)**

No cell phones, pagers, or other such communication devices should be brought on campus. No communication devices may be used on campus during the school day. Parents who need to contact their child during school hours should go through the school office. Parents may contact the extended care worker on the extended care cell phone.

No electronic devices for the playing of music may be used on campus.

**PAYMENT POLICIES**

1. All tuition payments must be made by automatic bank draft unless paid in full, or by semester, by cash or check. Payments must be made in ten, eleven, or twelve equal monthly installments. The draft is taken out on the 5<sup>th</sup> or the 20<sup>th</sup> of the month. Grade transcripts, report cards, and SAT results will not be released until the total tuition amount is current. In addition, no student will be permitted to attend graduation exercises unless the family's tuition account is current.
2. The application fee is non-refundable. All other fees must be paid by cash or check on the appropriate due date and, once paid, are non-refundable.
3. No parent should enroll a child in the school unless they intend to discharge all school obligations in full. No children of parents owing overdue tuition will be re-admitted to Oak Ridge Christian Academy the following semester unless the parents make suitable arrangements with the school concerning the payment of the overdue amount.
4. Continued failure to meet the above-stated obligations or agreements with the school ON TIME will result in action to consider refusal of enrollment for subsequent semesters, whether or not the bill is paid.

5. Because our expenses continue whether or not every child is present in school every day, tuition payments must still be made, regardless of the student's enrollment status, for as long as we hold a place for your child.

## **RELATIONSHIP POLICY**

### **Bullying:**

All students are expected to treat one another courteously, with respect for the other person's feelings; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop by another student or the supervising adult. A student and/or parents are encouraged to discuss any questions or concerns with the supervising adult and/or Headmaster when a student believes that he/she is being subjected to deliberate physical and/or psychological mistreatment.

### **Public Display of Affection:**

Boy/girl relationships are not to be "physical" in nature. While students are encouraged to develop social relationships with students of both genders, public display of affection such as handholding, kissing, etc., are not permitted before, during, or after school, at school-sponsored events, or at off-campus events, such as field trips or Beta Club trips.

### **Sexual Harassment:**

All students and teachers are prohibited from engaging in offensive verbal or physical conduct of a sexual nature. A student and/or parents are encouraged to discuss any questions or concerns about sexual harassment with the Headmaster. A student who believes he/she has been or is being subjected to any form of sexual harassment by a teacher or another student as defined above shall bring the matter to the attention of the Headmaster. All complaints of sexual harassment will be investigated in as discreet and confidential a manner as possible.

## **RE-REGISTRATION POLICY (returning students)**

Returning students are students currently enrolled in The Academy who are applying for admission for the next year. Students returning to The Academy after attending another school must meet the same criteria. In addition, these students may be required to submit report cards, test scores, teacher evaluations, etc., from the previous school.

In order to register for the following year, returning students must meet the following requirements:

- All re-registration forms and fees must be completed and turned in on time.
- An update of immunizations is required.
- Re-registering students must be in compliance with academic, discipline, and school policies (including financial responsibilities).
- If a student is readmitted with a record of disciplinary problems, he/she will be on probation and subject to reevaluation at the end of each nine weeks.

## **SECURITY POLICY**

We strive to maintain a safe environment for your children. After 8 a.m., we require all visitors/parents/volunteers/workmen to the school to sign in at the office and receive a visitor's pass. This enables us to monitor all individuals and keep our students more secure. The faculty and staff of the school wear badges identifying them as a part of the school. Please sign out at the office before leaving the campus. The ropes remain up so that no cars can drive around the school during the day. Please do not remove the ropes unless instructed by a staff member.

## **STUDENT RECORDS POLICY**

The student records are the property of the school. The school administration has discretion regarding the content of the records. The parents must have paid all school fees and tuition due before school records will be released.

## **TEXTBOOK POLICY**

Textbooks are the property of The Academy. Regardless of ownership, students should not lose or abuse textbooks or supplies. Students should take care in handling books; all hardcover books must be covered with book covers.

At the end of the year, or whenever a student withdraws from The Academy, the condition of books will be evaluated and replacement costs of damaged books will be assessed.

## **WEAPONS POLICY**

No weapons, including pocket knives, BB guns, air soft guns, etc., are allowed on campus or at any off-campus school events. Any student possessing such a weapon will be subject to severe disciplinary consequences, including expulsion. Any student, parent, or visitor possessing a weapon may be remanded to police custody as necessary. The only exception to this guideline is the target range at Forest Glen, which is supervised by trained camp personnel.

## **WITHDRAWAL POLICY**

Withdrawal from the school must be formally attended through the school office; otherwise, no records will be released until all payments are made in full. See the Business Manager for the withdrawal form. Registration and curriculum fees are non-refundable. No records will be released until the balance due on the school account is paid in full.

## SECTION III – ACADEMIC INFORMATION

### ACADEMIC AWARDS

#### **Valedictorian/Salutatorian Honors:**

To qualify for this academic achievement, a student must meet the following qualifications:

- ◆ Attend ORCA for the full school year for both 11<sup>th</sup> and 12<sup>th</sup> grades
- ◆ Have the highest and second highest GPA in their graduating class
- ◆ Final grade averages will be based upon grades received before final exams (if students are exempt from final exams)
- ◆ Have 5 or less demerits for each High School year
- ◆ Must maintain satisfactory conduct assessment
- ◆ Must be present at least 90% of the school year

#### **Honor Roll for the Quarter\* (beginning in 1<sup>st</sup> Grade):**

“A” Honor Roll – Awarded to students who maintain a grade average that does not drop below 90 % for each independent quarter in core subjects.

“A/B” Honor Roll – Awarded to students who maintain a grade average that does not drop below 80 % or 90% for each independent quarter in core subjects.

\*Students must be enrolled at ORCA for at least five weeks of the quarter.

#### **Honor Roll for the Year\* (beginning in 1<sup>st</sup> Grade):**

“A” Honor Roll – Awarded to students who maintain a grade average that does not drop below 90 % for each of the four quarters in the core subjects.

“A/B” Honor Roll – Awarded to students who maintain a grade average that does not drop below 80 % or 90% for each of the four quarters in core subjects.

\*Students must be enrolled at ORCA for all four quarters of the year.

**Note: Students with unsatisfactory conduct (6 or more demerits) may not receive honor roll recognition.**

### ACADEMIC RECOGNITION AND GRADUATION PROGRAMS

Students who make the A and A/B honor roll are typically recognized in Chapel at the end of each nine weeks. Students who make the A honor roll also receive a certificate.

The pre-kindergarten students have a program at the end of school. The students entertain the audience with songs and poems. They also receive awards.

The kindergarten students participate in a graduation ceremony with caps and gowns and receive diplomas. A reception follows, and family members and guests are invited to attend.

The awards program for students in starting in 1<sup>st</sup> Grade is held on Thursday morning of the last week of school. Students in starting in 1<sup>st</sup> Grade receive recognition for honor roll for all 4 quarters.

## **GRADING SYSTEM**

Grades are the record of the student's achievement in school and their importance is obvious. A grade in a course of study represents the teacher's best judgment of a student's academic achievement. Various components such as the following: class participation, projects, reports, homework assignments, tests, quizzes, etc. will be assigned different weights by individual teachers. The grade assigned represents a student's achievement in relationship to the expectation of the teacher of the particular subject.

### **Core Subjects:**

In grades one through six, students receive grades in core subjects and most enrichment classes. Core subjects, depending on the grade level, include the following: Bible, language, spelling, reading, science, history, and math. Only the grades of the core subjects are used to determine honor roll status. In the Upper School, students receive grades in core subjects and "elective" classes. Grades from all Upper School classes are used to determine honor roll status.

### **Conduct Assessment:**

Students will receive markings for conduct or citizenship for each nine-week grading period using the following scale:

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

### **Grading Scales:**

For grades one through eight, a numeric system based on percentages will be used, which range from 0 to 100%. No student can receive a score greater than 100% on progress reports or report cards.

A	100 – 90
B	89 - 80
C	79 - 75
D	74 - 70
F	69 & below

For students in Pre-K and Kindergarten, their academic achievement will be recorded using a performance based scale as follows, depending on the quarter and the area of evaluation:

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

## **HELPS CLASS/TUTORING**

Beginning in 3<sup>rd</sup> Grade, teachers will schedule a 30 minute helps class one day a week before or after school. Students who are failing a subject or need extra help on a particular topic may attend.

Students must let the teachers know in advance that they will attend the class, and parents are responsible to bring them and pick them up on time. If the parent does not pick up the student on time after school, the teacher will check the student into extended care.

Some Academy teachers are available for private tutoring with individual students for a professional fee. Tutoring is generally one or two times a week for 30 minutes to an hour.

## **HOMEWORK**

### **Purposes:**

1. For reinforcement: We believe that most students require adequate review to master material essential to their educational process.
2. For practice: Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
3. For remedial activity: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
4. For special projects: Book reports, compositions, special research assignments, science, and history projects are some of the activities that are frequently assigned as homework.

### **Student's Responsibilities:**

1. It is the responsibility of the student to complete the assigned homework. In order to accomplish this task, the student must learn to plan and budget the necessary study time.
2. It is the student's responsibility to seek additional clarification and assistance from the teacher as soon as the need for such assistance is realized. The assignment of homework helps the student understand that learning is not just a classroom activity.

Some homework is graded; some is not, depending on the type of assignment and the teacher's instructions. Work that is incomplete or incorrect may need to be done again. Students who do not turn in work may receive homework offenses or have points taken off.

The teachers will give written assignments that the students copy into their planners. The student must take the initiative and responsibility for being certain that he understands and completes these assignments in the time prescribed. Students may have points taken off, receive no credit, or receive a homework offense, depending on the grade and nature of the assignment.

No homework is to be assigned on Wednesday nights or nights of all-school meetings or school programs. Therefore, tests should not be given on any day following one of these events. Homework may be given over the weekend, but not as a normal practice unless necessary to finish a report or project. The teacher may not schedule more than three tests a day and no more than two exams. Occasionally in the older grades, in order to finish the curriculum, the teachers may need to schedule a Thursday test. Weekly quizzes or short quizzes over limited material may be scheduled on the same day as tests.

Extra credit work or bonus points may be assigned by a teacher in order to challenge/assist diligent students. Extra credit work will not be given to allow a student to obtain a passing grade when he/she has made little or no effort to complete normal assignments.

Students in grades Pre-K through 2<sup>nd</sup> are assigned reading and spelling as homework.

### **Homework Offenses (beginning in 3<sup>rd</sup> Grade):**

Teachers in each subject record homework offenses when a homework assignment is not turned in or is incomplete. Homework offense steps are as follows:

1<sup>st</sup> – 2<sup>nd</sup> offense – students receive warning plus must complete extra work

3<sup>rd</sup> offense – parents notified plus student completes extra work

4<sup>th</sup> – 5<sup>th</sup> offense – student serves after school detention plus completes extra work

6<sup>th</sup> offense – student visits Headmaster for further discipline

Note: Homework offenses start over at the end of each nine weeks.

### **MAKE-UP ASSIGNMENTS**

Students will be permitted to make up work missed due to an excused absence. Immediately upon returning to school, the student is responsible for asking the teacher for the necessary make-up work. Tests must be scheduled for the student to complete at a time when the testing does not interfere with the teaching of other students or the teacher's conference time; therefore, the student may need to come before or after school. Any work assigned before the absence is due on the day the student returns. Students are allowed one to two days for each day absent to complete the work; however, the completion period cannot exceed two weeks. Assigned make-up work not completed within this designated time limit will be assigned a zero grade.

Scheduled assignments/tests are due on the day the student returns to class unless a previous arrangement has been made with the teacher. **Students will be required to complete make-up work missed due to an unexcused absence; however, a zero grade will be assigned.** The student must complete the work missed, so the student will not fall behind in his studies.

**Unexcused absences contribute to the maximum amount of days missed. Absences are considered unexcused if a note has not been turned in. The student will be penalized by being assigned a zero grade for work that is done the day of the unexcused absence.**

**If a parent calls for make-up work by 10:00 a.m., the work may be picked up in the office no earlier than 3 p.m. or may be sent home with a sibling or friend. If the work is sent home, the student should finish the work for the next day.**

### **PROBATION**

All students new to The Academy are placed on probation for the 1<sup>st</sup> nine weeks. This is to insure a smooth transition into the school environment. Both academic performance and disciplinary performance are reviewed informally during the course of the probationary period by the Headmaster. Formal notification at the end of the New Student Probation will only be made if a decision is made by the administration to either discontinue enrollment at The Academy, or place the student on Academic or Disciplinary Probation for an additional period.

Academic Probation and Disciplinary Probation will be determined by the administration. Individual conditions for each student will be set after a conference with the teacher and parents. The Academy may refuse continued enrollment to a student if these conditions have not been met during the probationary period. Students on probation are ineligible for ACSI events, class parties, field trips, and other group events at the discretion of the Headmaster.

## **PROMOTION/RETENTION**

A student must have a final average score of 70% or greater in all core subjects (math, science, Bible, language arts, history) to promote to the next grade level. Students must be present at least 90% of the school year to be promoted.

- ◆ If a student is failing in one core subject, the student must receive summer tutoring from a degreed teacher using ORCA curriculum. Based upon the progress and evaluation after tutoring, it will be determined if the student is able to advance.
- ◆ If a student's final average is failing in two or more subjects, the student must repeat the entire grade level.

## SECTION IV – GENERAL INFORMATION

### ARRIVAL/DISMISSAL

During arrival and dismissal times, certain traffic patterns should be followed. If you have any questions, please contact the office for specific directions. While the school does not provide transportation, carpool arrangements may be made between parents. **Very import ---Please refrain from using cell phones in carline in order to be aware of the staff members and children in your path.**

### **PLEASE OBSERVE A FEW BASIC RULES TO ENSURE THE SAFETY OF ALL STUDENTS:**

1. Please pick up and drop off students only in the designated carpool area. Students should not be dropped off before 7:30 a.m. Students will not be supervised before 7:30 a.m.
2. Please do not block the driveway before or after school.
3. When dropping off students in the morning, please do so in a way that the students will not have to walk in front of other cars.
4. Please do not leave your car unattended in carline before or after school. Please do not send siblings to get drinks from the backhouse or to go to the restroom while you are in carline.
5. **Do not walk up to the buildings to pick up students. Unless students are picked up prior to 3:10 through the office, all students must be picked up in the carpool line by the car. If you have an emergency need to have your child brought to the front, call the school office before arriving at school. School personnel will relay the information to the child's teacher and have the child at the school office when you arrive.**
6. If former students under 18 visit the campus, they need to check in and remain in the foyer until the teacher they want to visit or their parent is contacted. That adult needs to come get them and escort them back. If they arrive at the end of the day, they need to wait in the foyer until carline is over before going back. The students are under the supervision of that adult. They should not be on the playground or left unsupervised.
7. **If you need to speak to the teacher, please call for a conference or wait until 3:30. Do not conference with the teacher in car line. You must sign in at the office and receive a Visitor's Pass if you are on campus to visit with a teacher.**
8. **No student should be sent back to the classroom or lockers to get materials until 3:30.**
9. **Please park in the front parking lot if you are waiting until 3:30. Your car may delay others and be a safety hazard if you park on the sides of the buildings. Kindergarten and pre-k parents need to pull as close to the loading ramp as possible. Be careful when merging with the main car line.**
10. Please notify the teacher or office prior to 3:00 if someone other than the designated person will be picking up your child. Verification of identity may be required of any person picking up a student at any time and at the discretion of any staff member.
11. **NO PARKING** in the carpool line between 3:00 and 3:30.
12. Each student not picked up by 3:30 will be taken to Extended Care and a charge will be assessed.
13. Do not lower the safety ropes unless instructed by a school staff member.
14. Do not drive behind the building between the hours of 7:45 a.m. and 6:00 p.m., even if the ropes are not up.

## BETA CLUB

Students may be members of the ORCA Junior Beta Club in 5<sup>th</sup> -9<sup>th</sup> grade. Students must apply to join. Qualifications include character, grades, behavior, and work habits. Beta Club members perform individual and group service to the school, individuals, and the community. The school attends the state convention in the spring.

## CLASS PARTIES

The teacher is responsible for supervising and approving any classroom celebrations for holidays, birthdays, or any special events. All celebrations must be in keeping with ORCA spiritual guidelines with a focus on Christ. God's Word tells us not to do anything that could cause even one person to stumble. It is our goal to create unity within the body of Christ while bringing glory to God. Any subjects that are of a controversial or offensive nature should not be emphasized. This includes any emphasis on Halloween, Santa Claus, Easter Bunnies, or St. Patrick's Day.

The two elementary class parties for the year celebrate Christmas and Valentine's Day. The room mothers or teachers will coordinate snacks and drinks for the parties. The parties should be the last hour of the day before Christmas break and the last hour of Valentine's Day unless approved in advance by the Headmaster. The teacher will set a limit appropriate to the age level on the amount spent on gifts in order to not cause a financial drain on families. The teacher may emphasize service, gifts, or recognition of others rather than putting the focus on exchanging gifts between students. The pre-kindergarten and kindergarten teachers will schedule other parties that are unique to those classes, such as a 100-Day Party. Parent participation in class parties does not count toward volunteer hours.

Student birthdays are a special time. Parents are welcome to send a special treat to be shared by the entire class **at lunchtime** in honor of their child's special day. **Please do not send treats that require extra time for the teacher to distribute. If a student is having a party outside of school hours, the party invitations may be passed out in class or the Monday folders only if the entire class is invited. However, if all the students in the class are not invited then the parents must mail or deliver the invitations off the school grounds.**

Important: Contact the teacher before planning refreshments to make there are no dietary restrictions for any of the children.

## CONFERENCES

Parents/guardians are encouraged to call the school whenever they desire to arrange a conference with the teachers to discuss their student's academic status. Although teachers make their home phone numbers available to parents, please limit these calls and do not call after 9 p.m. In some instances, teachers will request the conference and it will then be arranged by direct contact from the teacher or the office. The Headmaster or another teacher may attend if necessary.

## **EMERGENCY SCHOOL CLOSING**

Occasionally, emergency conditions make it necessary to close school. In most cases, this will be due to weather-related conditions that make the roads impassable or unsafe. Weather dismissal will be consistent with the Conroe ISD. Any announcements about CISD on the TV or radio concerning early dismissals, cancellations, or schedule changes due to weather conditions will apply to Oak Ridge Christian Academy. Teachers and staff members will also attempt to contact parents of emergency closings.

## **END OF THE YEAR TRIP FOR UPPER SCHOOL STUDENTS**

Upper School students will participate in a class trip at the end of the year (EOY). Each year is unique and each class determines the location and activities of the trip. The students will be required to raise the necessary funds to pay for the trip, and the parents of the junior high students will need to assist the teachers in the planning and coordination of events.

Students may be excluded from attending the EOY trip in the following instances:

- ◆ The student is failing two or more core subjects
- ◆ The student has 6 or more accumulated demerits
- ◆ The student has been absent 10% or more of the school year
- ◆ There is a balance due on the school account

## **EXTENDED CARE**

Extended Care is available to any student after 3:30 p.m. for a flat fee charged on an “as Present Basis.” Extended Care is available on early dismissal days. Extended Care is not available on school holidays.

Extended Care is a service the school provides to benefit students and their families. All students are expected to follow the same rules and guidelines of the school while participating in Extended Care. It is a privilege for students, so students with recurring discipline offenses will not be allowed to attend Extended Care.

Students must be picked up and signed out by a parent or authorized guardian. Parents may contact the extended care supervisor of emergencies on the extended care cell phone. However, students not picked up by 6:00 p.m. will be charged a late fee of \$25 per 15 minutes.

## **FIELD TRIPS**

Field Trips are an integral part of the school’s curriculum. Field trips can also be for fellowship and fun. The teachers plan the field trips, receive approval from the Headmaster, and send out a note at least two weeks in advance to inform the parents. Each student must have on file the *Authorization for Activities Form*. Parents/guardians will be notified regarding the time, date, place, and costs of any field trip and will be invoiced the cost of the field trip.

Parents who wish to drive or chaperone students must bring no other children with them, as their full attention is needed for driving and supervision of students assigned to their group. Parents are asked to abide by the same dress code of modesty and appropriateness in their clothing as the students. All students will return by the same transportation unless written permission by the parent is given to the teacher before the trip. All drivers must be approved by the administration and are asked to provide a copy of their driver’s license and vehicle insurance. The driver should not play any inappropriate music

or videos. Videos should be G-rated. Portable radios, tape players, video games, and other electronic devices will not be allowed to, from, or during any school event. Christian fellowship is encouraged.

Parents need to actively supervise the students by enforcing the guidelines established by the teacher. If discipline is needed, please inform the teacher of the infraction of the rules. Parents should not congregate with other adults and neglect the supervision of the students. Parents should not leave the field trip for any reason when the teacher is counting on them to help supervise the students.

Parents may receive volunteer hours if they are needed to transport the students, and they will be considered designated drivers. If they choose to come and just transport their own child, this would not be considered volunteer hours. Drivers need to go by the school office and have a copy of their driver's license and proof of insurance made before the field trip.

## **FINANCIAL AID**

Families interested in financial aid need to request an application from the Business Manager. An amount is budgeted each year to help returning families who may be struggling to pay tuition. A financial aid form must be submitted to a company that makes recommendations based on financial records. Final determination of families receiving the available funds is made by the Administration.

Part-time positions are available to parents to help with tuition. Staff applications are available in the office. All part-time employees are subject to a background check and must meet all education and/or skill requirements for the position.

## **GRANDPARENTS' DAY**

Each year, usually in the fall, we have Grandparents' Day. The students invite their grandparents to come to school for refreshments, entertainment, and an opportunity to visit the classrooms.

## **LIBRARY**

The library is located in a modular building in front of the Moore Education Building. Students have access to the library from 7:30 to 8 and 3:30 to 4. Students in Pre-Kindergarten – 6<sup>th</sup> grade have library once a week. The Upper School students have access to the library during their English classes. The library will also be open periodically during the summer.

## **LOCKERS**

All students beginning in 5<sup>th</sup> Grade are assigned a locker for use during the school year. Students may not trade locker assignments without approval from the teacher. Students will be held accountable for any damage incurred beyond acceptable use.

Students are not permitted to use tape or stickers to adhere objects to the lockers. Only "sticky tak" or magnets may be used. Upper School students are also assigned a P.E. locker.

All lockers are the property of The Academy and may be subject to random search if deemed necessary. The student's enrollment at The Academy is deemed voluntary consent for the administration to inspect lockers at all times. Students should not put their belongings on the top or front of the lockers or in empty lockers.

## **LOST AND FOUND**

Lost and found items are located in the sanctuary building. Please label all items sent to school, including shorts, shirts, coats, jackets, lunch boxes, supplies, and P.E. uniforms. If a name is found on an item, the item is returned to the student. The school is not responsible for items left at school during the day or at extended care. Lost and found items that are not claimed after the end of the semester are donated to a charity.

## **NEWSLETTER/MONDAY FOLDER**

Each Monday, or on Tuesday if there is a holiday, every student will take home a folder containing information and graded papers from the teacher. The school's monthly newsletter is included and the folder may also contain other flyers about upcoming events. Parents need to follow the teacher's instructions for returning or keeping papers and signing the folder. It is very important for the parents to read the newsletter in order to keep up with events, changes in policies, and other important information.

## **PARTICIPATION IN ACSI EVENTS**

Oak Ridge Christian Academy is a member of the Association on Christian Schools International (ACSI), which enables students to compete in a variety of scholastic events including Math Olympics, Science Fair, Speech Meet, Spelling Bee, Art Festival, and the Choral Festival. Events such as these allow students to use their educational gifts and talents as they compete with students from other area member schools.

Oak Ridge Christian Academy pays the entrance fee for all students. Students are required to attend if the event is held on a school day. Parents will be invoiced the fee if the student does not attend after registration fees are paid to ACSI, except in the case of illness.

For students to be eligible for participation in an ACSI event, the student must have at least a cumulative average of 80% in all core subjects and no more than five demerits.

## **PET DAY**

No animals are allowed on campus except for Pet Days scheduled by the classroom teachers. Large animals brought to school on those days must remain on a leash. Please do not bring any animals that are nervous around children or groups of people. All shots should be up-to-date.

## **REPORT CARDS**

Formal report cards will be issued every quarter. A mandatory parent-teacher conference is scheduled after the first nine weeks. Mid-quarter progress reports will be issued after the 4<sup>th</sup> week of the quarter. These reports serve as a warning signal that corrective action may be needed immediately and cannot wait until the next quarterly report. However, it must be realized that unsatisfactory work may develop after that and no progress report will express this condition.

## **RISK MANAGEMENT PLAN**

A copy of Oak Ridge Christian Academy’s Risk Management Plan is available in the school office. All staff and faculty members have a copy in their work areas and have been trained in the procedures for drills and evacuations. Directions are posted in each room. Instructions in fire drills and lockdown drills are given at the beginning of the school year. Drills are held periodically throughout the year.

In the event of an evacuation, children will be released only to their parents or someone listed on the Carpool Release Form. Media outlets will be notified if the school is being closed or if special instructions are warranted. A phone chain will be initiated to contact parents if it becomes necessary to dismiss school early or if special instructions are warranted.

## **SCHEDULING OF EVENTS**

To avoid conflicts of events, all activities of school related groups are to be cleared through the Headmaster. The only student activities permitted will be those officially designated by the school administration.

## **SCHOOL AND OFFICE HOURS**

To promote a secure campus, parents and visitors coming to the school to visit or transact business must come to the office first and sign in. Do **NOT** go directly to the student's classroom or the lunchroom. A “Visitor” pass will be issued to those individuals continuing on to the school grounds. Staff and faculty members will question any adult not wearing a visitor’s pass.

Students may be dropped off	7:30 a.m.
Staff/Faculty Devotions	7:30 – 7:45 a.m.
Office opens	7:30 a.m.
Morning Assembly/Students tardy	8:00 a.m.
Classes dismiss	3:15 p.m.
Office closes	4:00 p.m.
Extended Care	3:30 p.m. – 6:00 p.m.

## **TELEPHONE USAGE AND STUDENT MESSAGES**

Students are not called to the telephone except in emergencies. Parents may leave messages with the office staff.

Students must obtain permission from the office staff before using the office telephone. Students should not use the office phone to make weekend or overnight plans or to call parents for work/supplies left at home.

Students are not to use cell phones to make or receive calls. Cell phones should be used for the sole purpose of after-school contact. The phone must remain in the “off” position during the school day and may not be carried on the student’s person. Phones should be stored in the student’s backpack, locker, or purse. Students who violate this policy will have their phones confiscated (returned only to a parent) and will lose the privilege of carrying the phone.

## **TEXTBOOKS**

If textbooks are consumable, students may write in and/or highlight the material for studying. Since the textbooks become part of the student's personal library, the students is encouraged to keep them in good condition. Doodling is not permitted, and each student should use his/her own textbook.

Students will pay for any book that is mishandled or needs to be replaced. If a textbook is lost, the student should check lost and found. If the book is not found within a few days, the parents will be informed of the charge for the replacement book.

## **THEFT**

Students are encouraged to take a great deal of care in the responsibility for their possessions, and are not to bring valuable items or large amounts of money to school. The school will not be responsible for items lost due to theft. Parents are asked to label all their student's personal belongings.

## **VOLUNTEER HOURS**

Parents are an integral part of The Academy and your support is imperative to the success of our students. In the *Statement of Cooperation* every family agreed to contribute a minimum of 20 hours of volunteer service. This may be accomplished in a variety of ways, as follows:

- ◆ Teacher's helper
- ◆ Office help
- ◆ Work Days
- ◆ Lunchroom monitor
- ◆ Serving on a committee
- ◆ Substituting without pay
- ◆ Serving as a judge for or driver to any ACSI competition
- ◆ Helping to organize fundraising efforts (auction class projects, counting Box Tops, decorating for auction, etc.)
- ◆ Designated field trip driver

Parents are responsible for documenting their hours of service. There are others areas of service that complement the classroom; however, they are not considered volunteer hours since their occurrence is not imperative, but rather supplemental in nature, such as room mother or class parties.

## SECTION V – DRESS CODE

### PHILOSOPHY

At Oak Ridge Christian Academy, we believe that our appearance is an important tool as an effective Christian witness. A student's appearance should reflect the idea that learning is important enough to call for precision and neatness in dress. The purpose of the school's dress code is to prevent distraction from learning and to protect the students' health and safety.

We must remember God's guidelines for modesty in our dress. At all times we are the temple of the Holy Spirit, and our attire should reflect that presence in our lives. When we are out as a group, we are representing Oak Ridge Christian Academy and the Christian standards of our school.

The cooperation of the student and parent is necessary to maintain the standards of The Academy's dress code. **A student's appearance is a family responsibility.**

**All visitors and parent volunteers on our school campus and attending field trips are expected to comply with our dress code while on campus or attending a school event, i.e., ACSI events, field trips, banquets, musicals, etc.**

The Administration reserves the right to establish guidelines for the various events and activities during the school year. The Administration reserves the right to not allow anyone to enter or remain at an event in which the person or the person's guest is not properly dressed. The Administration will have the final word on all matters concerning the dress code. The Administration reserves the right to decide if certain "fads" that may come up during the year are within the dress code guidelines.

If you are unsure if something is within the dress code, please come to the office for approval before wearing the item to school.

We have selected a uniform policy for the following reasons:

1. Avoids comparisons of economic status
  - a. Everyone is treated the same
  - b. Less strife among students (focus on studies, NOT styles)
  - c. Affordable clothing for all families
  - d. Name brands are eliminated, no logos, etc.
2. Students look clean/neat/non-suggestive
  - a. Students look similar which contributes to sense of order
  - b. Avoids favoritism
  - c. No questions as to suggestive or non-suggestive
3. Constraints allow for individualism and order
  - a. Variety of colored tops
  - b. Several pant/skirt colors
  - c. Plain shoes or sneakers
4. Easier on families
  - a. Less decision making when shopping
  - b. Easier morning routine
  - c. More affordable

## GENERAL UNIFORM REQUIREMENTS

1. All shirts need to be long enough to be tucked in when arms are extended over the head.
2. Uniform shirts must be tucked into slacks, skirts, and shorts, enough that the belt is visible at all times during the school day. (with the exception of the white 3/4 sleeve chapel shirt).
3. All clothes must be clean, neat, and without holes. Hems should not be hanging or pinned up with safety pins. Students are not to roll skirt waistbands or short hems on shorts or skirts.
4. Lengths on shirts, pants, and shorts must be consistent throughout the year.
5. The length of dresses, skirts and shorts must not be more than three (3) inches above the knee (when kneeling on the floor).
6. All students must wear modesty shorts under dresses or skirts.
7. Clothing may not be excessively loose or tight fitting. Low rise or sagging pants are not permitted.
8. All slacks must be worn at the waist—not lower. Slacks must reach the top of the shoe.
9. A belt must be worn when there are belt loops on the garment being worn, excluding Pre-K and Kindergarten students.
10. Red, white, or navy socks or tights must be worn with shoes at all times. Socks must be cuff length or longer; covering the ankle (white tights must be worn for choral festival and some ACSI events)
11. Appropriate casual or dress shoes. Athletic shoes may be worn and are recommended on the days students have P.E. Shoes must cover the whole foot for safety reasons. Shoes must complement the uniform in color (i.e. white, black, brown, dark blue or gray only) Shoes must have laces, excluding Pre-K and Kindergarten students. Shoelaces should also be the correct length for the shoe and complement the shoe and uniform in color. Shoelaces must be tied at all times.
12. Belts must be dark brown, black, navy or red in color.
13. A white undershirt may be worn with white shirts for modesty purposes.
14. **No visible logos or labels should be seen on any clothing** other than the Oak Ridge Christian Academy logo.
15. Hats, scarves, bandannas, or caps may not be worn unless approved by the Headmaster.

**For all grade levels, only the ORCA hooded jacket and sweatshirt are allowed.**

## GIRLS' REQUIREMENTS

### Girls' Required Chapel Uniform:

#### PK-3<sup>rd</sup> Grade

- ◆ Plaid jumper\*
- ◆ White 3/4 sleeve tailored blouse
- ◆ Red snap tie\*

#### 4<sup>th</sup> - 10<sup>th</sup> Grade

- ◆ Red/Blue plaid skirt\*
- ◆ White 3/4 sleeve tailored blouse
- ◆ Red/Blue plaid snap tie\*

### Girls' Required Field Trip Uniform:

- ◆ Red Oak Ridge Christian Academy polo shirt\*

### **Other Daily Alternatives for Girls:**

- ◆ Navy or khaki slacks\*\*
- ◆ Navy or khaki shorts\*\*
- ◆ Red/Blue plaid skirt\*
- ◆ Plaid culottes\*
- ◆ Red, white, or navy **Oak Ridge Christian Academy** polo shirts\*
- ◆ Navy or red cardigan sweater

\*Must be purchased from the Parker School Uniforms

\*\*May be purchased from the Parker School Uniforms, the JC Penney Catalog (excluding the Arizona Jean brand of clothing) or Sears.

### **Girls' Appearance Guidelines:**

- ◆ Hair must be clean and neatly combed. Haircuts must be in keeping with a feminine appearance. Hair should clear the eyebrow and be kept out of the line of vision, being cut or fastened in such a manner as not to require continuous attention. Extreme styles are not acceptable. No shaved designs are permitted in a student's hair. Hats or caps may not be worn. Changes in hair color must be approved in advance by the Headmaster.
- ◆ Makeup is only allowable for Upper School girls. It must be worn in moderation (subject to the discretion of the Headmaster). Any product that contains color or glitter constitutes makeup. Nail polish must not be distracting.
- ◆ Jewelry must be minimal and feminine in appearance. Jewelry cannot portray anything that is not in keeping with Christian values. Jewelry should complement and coordinate with the school uniform. Earrings cannot exceed two per earlobe and earrings worn in the ear cartilage **are not** allowed. Because of safety considerations during recess and P.E., only studs may be worn; no dangles or loops.

## **BOYS' REQUIREMENTS**

### **Boys' Required Chapel Uniform:**

- ◆ Navy pleated pants\*\*
- ◆ White **Oak Ridge Christian Academy** polo shirt\*
- ◆ Dark brown, black, or navy belt

### **Boys' Required Field Trip Uniform:**

- ◆ Red **Oak Ridge Christian Academy** polo shirt\*

### **Other Daily Alternatives for Boys:**

- ◆ Navy or khaki dress slacks\*\*
- ◆ Navy or khaki shorts\*\*
- ◆ Red, white, or navy **Oak Ridge Christian Academy** polo shirt\*
- ◆ Light blue Oxford shirt with buttoned down collar - short or long sleeves\*\*
- ◆ Navy, or red cardigan sweater
- ◆ Dark brown, black, or navy belt

\*Must be purchased from the Parker School Uniforms

\*\*May be purchased from Parker School Uniforms, the JC Penney Catalog (excluding the Arizona Jean brand of clothing) or Sears.

### **Boys' Appearance Guidelines:**

- ◆ Hair must be trimmed, clean, and neatly combed at all times. Extreme styles are not acceptable (including “faux-hawk” styles). **Boys' hair must be cut above the eyebrows, ears, and collar. Hair styles that by nature have hair lengths that cause the student to wet or gel back the hair in order to attain compliance will not be acceptable. If sideburns are worn, they can be no longer than the bottom of the ear.** No shaved designs are permitted in a student's hair. No "tails" are allowed. Changes in hair color must be approved in advance by the Headmaster.
- ◆ Beards and mustaches are not allowed and gentlemen are to be clean shaven at all times.
- ◆ Jewelry must be minimal and cannot portray anything that is not in keeping with Christian values. Earrings may not be worn.

### **OUTERWEAR**

Only the ORCA all-weather jacket, hooded jacket, or sweatshirt with the ORCA logo may be worn in the classrooms. **No outerwear except the sweatshirt may be worn in chapel, but students must wear the correct shirt, tie, etc., underneath the sweatshirt.** The students may not wear the sweatshirt if they are performing or leading pledges for chapel or other programs. No logos, symbols, or characters may be displayed on outerwear.

### **JEANS DAY**

The last Friday of each month is Jeans Day. Students may wear plain blue jeans with a “**CHRISTIAN**” T-shirt or a “**UNIFORM**” shirt. **Low-rise or hip hugger pants are strictly prohibited.** Students are not permitted to wear jeans or overalls with holes. Belts are not required. **NO JEANS SHORTS OR CAPRI'S ARE ALLOWED.**

### **SPIRIT SHIRT**

Students can purchase t-shirts with the Oak Ridge Christian Academy emblem from the school. These “spirit shirts” may be worn on designated days throughout the year with dress code shorts, pants, or skirts. They may also be worn on Jeans Day.

### **ATHLETIC UNIFORM**

Students participating in Athletic practices or events are expected to follow the general uniform requirements as well as to follow any sport specific guidelines specified by the athletic coach. Students must wear appropriate shoes and socks for athletic practice and competition.

### **ACSI EVENTS**

Students participating in ACSI events will be given specific guidelines for the different events.

## **DRESS UP EVENTS (Banquets, Beta Club Induction, Award Programs, Graduation)**

### **Ladies:**

Dresses, skirts and blouses, or “dressy pant suits” are acceptable. Skirts must be not shorter than 2” above the knee. Sleeveless attire may be worn with a jacket, sweater, or over-blouse. Spaghetti straps are not allowed. Dresses and blouses must have a modest neckline; no cleavage may be showing at the neckline or around the sleeve area. (Fabric should cover up to 2” below the collarbone as a good rule of measure.) Back-less dresses and tops are not permitted. The dress material should cover the back below the shoulder blades. The material should not be tight or clingy. Slits in the back, front, or sides of dresses or skirts must be no higher than five (5) inches above the knee. Pants may not be tight-fitting. Jeans, shorts, strapless, and t-shirt type tops are not considered dress-up apparel. No flip-flops or casual sandals. All make-up should be worn modestly.

### **Gentlemen:**

Suits, dress shirts, polo style shirts, and dress slacks are acceptable. “Dockers” or cotton twill slacks are acceptable only with dress shoes. Jeans, shorts, sagging/baggy pants, tank tops, and t-shirt style tops are not acceptable. Belts are required. Dress shoes are preferred, but definitely no flip-flops, sandals, etc.

## **FIELD TRIPS**

Students must wear the red polo shirt. The teachers will inform the parents if the students may wear uniform shorts, pants, or jeans.

## **LEADERSHIP CAMP & END OF YEAR TRIP**

Upper School students participating in these outside activities must follow all General Uniform Requirements (listed above) with these additional guidelines and exceptions:

- ◆ A full-length, dark colored T-shirt must cover all girls’ one- or two-piece swimsuits
- ◆ Tank tops may be worn if the straps are at least one inch.