



# **Parent and Student Handbook**

## **2011-2012**

# TABLE OF CONTENTS

Mission of Oklahoma Christian Academy.....	4
Purpose of Handbook.....	4
Accreditation and Affiliations.....	4
Oklahoma Christian Academy Expectations .....	4
Admissions.....	4
Financial Policy .....	5
Chapel .....	5
Visitors.....	6
Directory Information .....	6
Change of Residence/Employment/Custody .....	6
Child Custody .....	6
Insurance.....	6
AHERA Plan.....	6
Search & Seizure.....	6
Academic Information .....	7
Superintendent’s Honor Roll .....	7
Principal’s Honor Roll .....	7
Academic Probation.....	7
Late Assignment Turn-in Policy.....	7
Make-up Work Illness.....	7
Make-up Work Extra-curricular... College Days.....	7
Academic Integrity.....	7
Final Exams .....	8
On-line & Correspondence Courses .....	8
Class Changes .....	8
Criteria for Placement in Advanced Classes.....	8
Concurrent Enrollment.....	8
College Entrance Examinations & Other Exams.....	9
Grading Scale.....	9
Grading Policy .....	9
Graduation Requirements .....	10
Graduation with Honors.....	10
Problem Resolution.....	11
Right of Access to Records.....	12
Textbooks.....	12
Contagious Symptoms, Illness or Injury.....	12
Medications.....	13
Birthdays.....	13

School Cancellations.....	13
Lost & Found .....	13
Drills .....	13
Code of Conduct .....	13
Bullying.....	14
Property Damage .....	16
Illegal Substance Policy.....	16
Cell Phone/Electronic Devices .....	16
Computer Network Usage.....	17
Personal Items .....	17
Dangerous Weapons Policy .....	17
Student Activities.....	19
Before/After School Supervision .....	19
Pre-School/Elementary .....	19
Middle School.....	19
High School .....	19
Attendance .....	19
Absence Policy.....	19
Elementary .....	20
Secondary.....	20
Extra-Curricular .....	20
College Days.....	20
Tardy Policy.....	20
Elementary .....	20
Secondary.....	20
Lunch .....	21
Lockers.....	21
Vehicles.....	21
Student Organizations .....	21
Elections.....	21
Student Council.....	21
National Elementary Honor Society .....	21
National Junior Honor Society.....	22
National Honor Society.....	22
OSSAA Eligibility .....	23
Dress/Uniform Code .....	25
General Uniform Code.....	25
General Guidelines.....	25
Shoes/Socks .....	26
Friday-Spirit Day .....	26
Outerwear.....	26

## **MISSION OF OKLAHOMA CHRISTIAN ACADEMY**

The mission of Oklahoma Christian Academy is to assist the family and the Church in providing God-centered, Christian education for our students, so as to equip them to exercise Christian leadership in our world. Our aim is to establish not a secular school with a Bible class, but a Christian school governed in all aspects by Biblical truth.

## **PURPOSE OF HANDBOOK**

This handbook was adopted by the administration and Board of Trustees of Oklahoma Christian Academy. The entire document is considered official Board Policy. The Academy reserves the right to change portions of this document throughout the course of the school year as might be necessary. Parents/guardians will be given prompt notification should changes occur.

The Academy is governed by the Board of Trustees, made-up of responsible Christians, whose function is to set policy for the operation of the Academy. The administration of the Academy is assigned to the Superintendent, who oversees the total school program, and the Principals who supervise academic programs, student activities, and disciplinary procedures. Questions and other concerns should be directed to these administrators.

When a student has applied and been accepted by the Academy, it is understood that the parents and the student have read and accepted the policies outlined in this handbook and agree to abide by these in full support of the school program from the time of acceptance until graduation or until a student terminates attendance at the Academy. The faculty and staff are dedicated to Christian education and seek to help each student realize his/her full potential.

## **ACCREDITATION AND AFFILIATIONS**

Oklahoma Christian Academy is accredited by the Oklahoma Private School Accreditation Commission (State recognized) – PreK4 through 12th grade; National Christian School Association – PreK4 through 12th grade; and Advance Ed--North Central Association – PreK4 through 12th grade.

## **OKLAHOMA CHRISTIAN ACADEMY EXPECTATIONS**

It is expected that Oklahoma Christian Academy students will:

- Do what is right.
- Respect self and others.
- Take pride in our school.
- Bring honor to self, family, school and Lord.

## **ADMISSIONS**

Oklahoma Christian Academy is a non-profit organization that admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

It is our goal to educate our students to the best of our ability. All students are required to have a minimum cumulative GPA of 2.0 to be admitted to the Academy. To continue enrollment the student should maintain at least a cumulative GPA of 2.0. All first year students will be accepted on behavioral and academic probation for a period of one calendar year. During this period, conduct and scholarship will be monitored closely. Continued enrollment is dependent upon acceptable levels of attendance, behavior, psychological maturity, and academic achievement.

## **FINANCIAL POLICY**

The Academy is a non-profit institution that receives its primary support from tuition and contributions from friends and families.

Charges paid by the parent are considerably less than the cost of the services given to each child. The remainder of this cost is made up by gifts from friends and families who are interested in the superior training that is provided by the school. Charges for tuition may be paid in the following terms:

1. An annual payment that is paid directly to OCA.
2. Or, a monthly automatic withdraw from a local bank account.

Students leaving school for any reason prior to the last day of a month will be responsible for the cost of the entire month at the 10 month rate.

If your child's account becomes delinquent by more than 60 days, your child may be dismissed. **The school will retain all records and grades until all outstanding financial obligations are met in full.**

**Cafeteria Accounts**—All accounts must be kept current. However, should your child's account reach \$0.00 they will be allowed to charge a maximum of \$10.00—this is approximately 3 meals.

## **CHAPEL**

Middle School and High School Chapel is designed to give our students an opportunity to grow as they seek God and His guidance in their lives. It provides them a foundation to continue a lifelong journey of commitment to Him. Chapel is lead by students, faculty, alumni, youth ministers, and special guests. This time reflects the value that Oklahoma Christian Academy places on faith development, corporate worship, and community.

Elementary Chapel gives our students an opportunity to glorify the Lord while providing an ideal situation for learning leadership and responsibility. The young ladies lead the flag salutes and patriotic songs and the young men lead the prayers, songs, and help with Bible stories. Additionally, students are given an opportunity to recite a poem, play, or scripture.

## **VISITORS**

Visitors are welcome at OCA. All visitors must report to the office and wear a visitor's badge. To avoid disruption of classes, only potential students who are applying for admission may visit classes. Lunch visitations will be allowed for family members only (exceptions may be approved by principals.) On campus visitors should:

1. Follow all handbook policies (dress, food, etc.)
2. Not cause disruption of regular activities in halls or classrooms
3. Get permission from the Administration for classroom visits.

## **DIRECTORY INFORMATION**

Directory information is listed on RenWeb and only accessible by parents with passwords. The information will include a parent's and student's name, address, and telephone listing.

## **CHANGE OF RESIDENCE/EMPLOYMENT/CUSTODY**

The administration believes in the importance of close working relationships with our parents. This is especially critical in terms of every student's safety, health and security. As a result, all parents are required to notify the school promptly of any changes in addresses, phone numbers (home and work) or custodial arrangements that might occur during the course of the school year.

## **CHILD CUSTODY**

OCA will provide school records, upon request, to either parent UNLESS supplied with a copy of court order. It is the parents' responsibility to provide the school with updates of any court orders. ONLY the custodial parent will be allowed to check-out a child from school unless OCA is otherwise notified in writing.

## **INSURANCE**

Parents should keep health and accident insurance on their own children. The school does not furnish this insurance.

## **AHERA MANAGEMENT PLAN**

As required by Public Law 99-519, the Asbestos Hazard Emergency Response Act of 1986, Local Education Agencies (LEA) are required to have a management plan and notify its patrons of the locations of the plan. OCA certifies that a plan is in place and we will continue to comply with all applicable laws and regulations. The plan is located in the Superintendent's Office.

## **SEARCH AND SEIZURE**

Administrators may search or authorize a search of the property of any student, including vehicles, when based upon facts supporting reasonable suspicion to believe a student is concealing prohibited material. When a specific search is conducted, except pursuant to

life, health, and property, the student will be invited to be present during the search, which will be witnessed by one other school official. At random, the Academy reserves the right to use search dogs at the administration's discretion for periodic random searches.

## **ACADEMIC INFORMATION**

**Superintendent's Honor Roll**—Students qualify by maintaining all A's in every class. .

**Principal's Honor Roll**—Students qualify by maintaining all A's and B's in every class.

Secondary Honor Rolls are based on semester grades. Elementary Honor rolls are based on quarter grades.

**Academic Probation**—A student will be placed on academic probation if their cumulative GPA falls below a 2.0. Correspondence will be sent to parents by the Principal if a student is placed on academic probation.

**Wednesday Night Homework**—We recognize that homework is an important factor in the development of responsible students. However, we also understand and appreciate the importance of time spent at home with family and in extracurricular activities, as well as the need to get adequate rest. To this end, homework will not be assigned on Wednesdays so families can attend mid-week church services.

**Late Assignment Turn-in Policy**—

- **1<sup>st</sup>-4<sup>th</sup> Grade**—Policy set by classroom teachers
- **5<sup>th</sup>-8<sup>th</sup> Grade**—**ZAP (Zeros Aren't Permitted)**—The ZAP program is designed to assist students in assignment completion. Students who do not have their assignment/ homework for the day will attend ZAP. If the assignment is missing from their morning classes, the student will attend ZAP during the lunch hour. If they do not complete the assignment during the lunch hour, they will continue their ZAP time in after school detention. Missing assignments from their afternoon classes will result in ZAP time during after school detention. The teacher will send an email to parents that their student was ZAPPED.
- **9<sup>th</sup>-12<sup>th</sup> Grade**—Point deduction as follows—1<sup>st</sup> day late—25% off total; Assignments more than one day late—50% off total

**Make-Up Work Requirements for Illness/Medical/Dental Attention or Illness/Death in Immediate Family**—Students are responsible for initiating and completing all work during an unplanned absence within a timetable of one day of make-up for each day of absence. Any work not completed within this timetable will receive a grade of zero. Students present for any part of the school day are responsible to turn in assignments due on that day, whether or not they attend the specific class in which the assignment is due.

**Make-Up Work Requirements for Extracurricular Activities/School Sponsored Activities/College Days**—Students participating in extracurricular activities, school sponsored functions or college days who miss class due to participation will be expected to complete their assignments and are responsible for any assignments made during their absence. Assignments, projects and tests, etc. assigned prior to an absence will be due

upon the student's return to class. Students should coordinate with their teachers in advance prior to the absence.

**Academic Integrity**—Academic cheating is the attempt to obtain information, knowledge, or material from any other source and submit it as one's own work. This can be done either by giving or receiving information for homework, classroom assignments, or tests. Students caught cheating or plagiarizing on any assignment or major research projects will receive a zero and/or be subject to suspension.

**Final Exams (6<sup>th</sup>-12<sup>th</sup> Grade)**—All middle school and high school students will take semester exams. If seniors have no more than three (3) absences (unexcused/excused) and a 2<sup>nd</sup> semester grade of a "C" or above per class, they will be exempt from the 2nd semester final exam for each class in which they meet the above requirements.

**On-line and Correspondence Courses**—The principal or academic advisor must approve correspondence work.

**Class Changes**—Student schedules will not be changed after completion of the first week of a semester (or after the first week of the first semester for year-long courses.)

**Criteria for Placement in Advanced Classes**—All courses taught at OCA meet a high academic standard and prepare students for college. However, all students are gifted in different ways and it is important that they be placed in the classes that best meet their needs. For interested students who are ready for the challenge, advanced courses are offered in some subjects. Enrollment in all Advanced Placement courses requires teacher recommendation in addition to other specific qualifying criteria.

AP (Advanced Placement) courses follow College Board regulation. Students enrolled in AP courses are required to take the AP exam. Students are responsible for the test fee which is determined yearly by the College Board. Additional study materials may be required for an AP course at the cost of the student.

Due to the curricula and level of difficulty, Pre-AP, Advanced Placement Courses, Calculus and Concurrent Courses receive an increase in grade points. The numerical grade is not changed on the transcript or the report card. The increase is reflected only in the calculated GPA.

**Concurrent Enrollment**—OCA invites high school seniors to step ahead by earning college credit prior to High School graduation. OCA will provide a classroom for concurrent credit for seniors to participate in the program while staying on our campus. An accredited teacher will be assigned to each concurrent credit classroom and serve as the proctor, classroom monitor and mentor.

In March of 2006 the Oklahoma State Regents approved a permanent policy for the tuition waiver for concurrently-enrolled high school seniors. The policy authorizes the waiver for up to six credit hours per semester or summer term. It defines a "high school senior" as a student who has completed their junior year but has not yet graduated. Theoretically, a student could use the waiver for a total of 18 hours of college credit—6 in the summer following their junior year, 6 in their senior fall semester, and 6 in their

senior spring semester. There are no family income limits or restrictions to qualify for the waiver. The waiver does not cover other mandatory fees other than tuition or the cost of books. (Students wishing to take summer term courses can take courses at a state school.)

Concurrently enrolled students must meet the minimum requirements set by the Oklahoma State Regents for Higher Education. Students must have a minimum of a 20 on the ACT, or have a cumulative GPA of 3.0. Students must complete an application for admissions with a \$15.00 application fee, provide transcripts, ACT scores and complete the school and parent recommendation/verification form. OCA is currently offering the program through Southwestern Oklahoma State University. Credits from this accredited university should transfer to 95% of universities throughout the United States. Concurrent enrollment packets can be obtained from the secondary office.

Combined high school and college course load limitations will be monitored and enforced. Furthermore, students may only enroll in academic areas (English, math and science) where the corresponding ACT/SAT subtest score reflects a minimum of a 19. An ACT score of 19 must be achieved on the reading subtest to enroll in any other subject (history, psychology, humanities, intro to public speaking, etc.)

**College Entrance Examinations and Other Exams**—It is recommended that each junior begin taking either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) no later than the summer before their junior year. Each junior will take the PSAT/NMSQT. Each sophomore will take the PSAT/NMSQT for practice and the PLAN.

### **Grading Scale**

A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	59 & Below	

- For designated honors and Pre-AP courses, the grade received will be increased by .50 and for designated AP courses, the grade received will be increased by 1.0.
- Only grades earned as high school credit will count toward a student's GPA and numerical average.

### **Middles School & High School Grading Policy**

#### **8<sup>th</sup>-12<sup>th</sup> Grade**

- 60%--Summative Assessments (Chapter Tests, Unit Assessments)
- 20%--Formative Assessments (Daily Evaluations, Homework, & Quizzes)
- 20%--Semester Tests
- Extra Credit not to exceed a total of 1% of Overall Course Grade

#### **7<sup>th</sup> Grade**

- 60%--Summative Assessments (Chapter Tests, Unit Assessments)
- 25%--Formative Assessments (Daily Evaluations, Homework, & Quizzes)
- 15%--Semester Tests

- Extra Credit not to exceed a total of 1% of Overall Course Grade

### **6<sup>th</sup> Grade**

- 60% Summative Assessments (Chapter Tests, Unit Assessments)
- 30%--Formative Assessments (Daily Evaluations, Homework, & Quizzes)
- 10%--Semester Tests
- Extra Credit not to exceed a total of 1% of Overall Course Grade

### **Graduation Requirements**

1. Graduating senior must be enrolled in six (6) periods at Oklahoma Christian Academy at the time of graduation. A student must complete the entire school year beginning from the time of his/her acceptance to graduation. If a senior chooses to leave OCA and enter another school, he/she automatically forfeits all rights to participate in graduation exercises.
2. Financial obligations must be satisfied and cleared by the business office prior to the issuing of a diploma.
3. Passing grades must have been earned in all classes taken during the senior year. Students may, upon prior approval by the appropriate administrator, take the necessary courses at another school to complete OCA's curriculum requirements for graduation during the summer following the senior year. Transfer grades and credits can be sent back to OCA for completion of the requirements necessary for receiving an OCA diploma.
4. All graduates must have a National ACT or SAT score on file. It is recommended that students begin to take the test no later than their junior year.
5. A minimum of 26 credits are required to graduate. Many seniors will graduate with 28 or more credits, providing them with an enhanced transcript for college application.

Bible	1 Credit for each year at OCA
English Credits	4 Credits
Math Credits	4 Credits
Science Credits	4 Credits
Foreign Language	2 Credits
Oklahoma History	.5 Credit
World History	1 Credit
US History	1 Credit
Government	.5 Credit
Technology	.5 Credit
Fine Arts	2 Credits
Financial Literacy	.5 Credit
Electives	4.5 Credits

### **Graduation with Honors**

- Graduation with Honors designations – All students graduating with honors are required to complete 2 credit hours of AP courses. The numeric scale for Highest Honors is 4.0+; High Honors is 3.75-3.99; Honors is 3.5-3.74.
- All students with a cumulative GPA of 4.0 or above will receive the recognition of Valedictorian. All courses required for graduation are averaged together to find the class rank. Grades of the top two students are averaged to the

thousandths place, these two students will be given the honor of speaking at graduation.

## **PROBLEM RESOLUTION**

The purpose of this section is to establish a process for the timely and orderly resolution of student and/or parent concerns or appeals.

Throughout the appeal or concern process, all parties must demonstrate mutual respect and the dignity of all parties involved will be preserved. The focus of discussions shall be on problem resolution rather than on developing an adversarial conclusion.

### **STEPS FOR PROBLEM RESOLUTION**

1. Try to resolve the problem with the person most directly involved with the situation. In most cases, that person will be an educator.
2. If the situation cannot be resolved to the satisfaction of both parties, discuss it with the Principal

## **RIGHT OF ACCESS TO RECORDS**

The Buckley Amendment of the Family Educational Rights and Privacy Act (FERPA—as stated below) grants the right of access to educational records. Access must be granted within forty-five days of a parent's written request, and this request must be submitted to the principal. Available records include grades, evaluations, and standardized test results. Parents/guardians may request that their student's records be released to persons and institutions outside of Oklahoma Christian Academy. We reserve the right to hold records due to unmet financial obligations.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right

to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.
- Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW; Washington, D.C. 20202-5920.

## **TEXTBOOKS**

Students are responsible for textbooks issued to them. Damages to a textbook and/or lost book will require reimbursement. Payment should be received before a new book will be issued. Books will be issued by the classroom teacher. The teacher will record the student's name and the condition of the book. The condition of the book will be recorded in the front of the book by using the following scale: N=New; G=Good; F=Fair; and P=Poor.

## **CONTAGIOUS SYMPTOMS, ILLNESS OR INJURY**

- Parents are expected to keep a student who is ill out of school for the duration of their illness.
- In the event a student becomes ill during school hours, the student will be sent

home. Symptoms that cause a student to be sent home are, but not limited to: untreated impetigo or undiagnosed rash, ringworm, head or body lice, conjunctivitis, or scabies. For these illnesses, the student must have a doctor's note before returning to class.

- Parents are responsible for any costs involved for a 911 call.

## **MEDICATIONS**

There shall be no medication in a student's possession when on campus. All prescriptions must be checked in at the office. A record is kept of prescriptions administered. Students caught with medication in their possession will be addressed by the Administration.

It is against federal law to dispense prescription medication to a student without the original container with the child's name and instructions for administering medication.

OCA requires that a "Parental Authorization to Administer Medication" must be on file in the office prior to administering any prescription. You may download this form from the web ([www.ocacademy.org](http://www.ocacademy.org)).

## **BIRTHDAYS**

Birthdays are a very special time. We welcome treats for the class. Should party invitations be distributed all students in the class are to be included.

## **SCHOOL CANCELLATIONS**

The three television network affiliates, KFOR, KOCO, and KWTW (channels 4, 5, and 9) will be notified if school is to be cancelled or dismissed early due to weather conditions. Parents should listen to one of these stations if the weather is questionable.

## **LOST AND FOUND**

Students finding lost articles should take them to the school office. Unclaimed articles will be donated at the end of each semester.

## **DRILLS**

Students, teachers, and other employees shall participate in drills of emergency procedures—fire, tornado, and lock down. When the alarm is sounded, students must follow the directions of the teacher quickly and in an orderly fashion. Instructions for these drills will be posted in each classroom and discussed by each teacher.

## **CODE OF CONDUCT**

The purpose of the code of conduct is to provide students at the Academy an effective and safe learning environment. Students should be guided by Biblical teachings to conduct themselves in a manner that is respectful of themselves and others. Critical elements of this principle include the following:

- Students will act in accordance with the safety rules of the school at all times.

- Students will not impede classroom instruction.
- The teacher possesses all authority in the classroom.

Violations of the code of conduct or other rules and guidelines will subject the student to disciplinary measures.

Disciplinary measures may include but are not limited to detention, disciplinary probation, in school suspension, suspension at home, and dismissal from school. Students choose to accept

disciplinary consequences when choosing to violate the code of conduct. Disciplinary consequences will be administered in a firm, fair, and consistent manner.

When a student is placed on disciplinary probation, any misbehavior will be a precursor for dismissal. A student placed on probation risks forfeiture of his/her right to participate in any extra-curricular activity at the discretion of the Administration.

Other offenses resulting in disciplinary action, which could result in dismissal, include but are not limited to:

- Altercations, verbal and physical
- Bullying will not be tolerated and is defined as but not limited to the initiation or participation in intimidation by name calling, using racial or ethnic slurs, making derogatory statements, or threatening physical violence. Students will not engage in bullying one another; furthermore, no student shall encourage, permit, or assist any other person in bullying. Internet bullying will not be tolerated. A substantiated charge of bullying will result in disciplinary action up to and including dismissal. (Additional information regarding bullying is listed below.)
- Cheating
- Deliberate and/or repeated classroom disruptions
- Disrespect
- Falsification of documents
- Gambling
- Harassment
- Possession of a weapon as determined by the principal
- Profane or vulgar language
- Theft
- Throwing rocks, sticks, and/or other objects
- Truancy or leaving school without permission
- Use/possession of alcohol
- Use/possession of illegal substance
- Use/possession of tobacco
- Vandalism (Students will be responsible for repair/replacement cost.)

## **BULLYING**

The Academy adheres to the “School Bullying Prevention Act” as stated in the Section 487 of the School Law book.

**Section 487.1. School Bullying Prevention Act - Purpose and Definitions.**

- The Legislature finds that bullying has a negative effect on the social environment of schools, creates a climate of fear among students, inhibits their ability to learn, and leads to other antisocial behavior. Bullying behavior has been linked to other forms of antisocial behavior, such as vandalism, shoplifting, skipping and dropping out of school, fighting, and the use of drugs and alcohol. Research has shown that sixty percent (60%) of males who were bullies in grades six through nine were convicted of at least one crime as adults, and thirty-five percent (35%) to forty percent (40%) of these former bullies had three or more convictions by twenty-four (24) years of age. Successful programs to recognize, prevent, and effectively intervene in bullying behavior have been developed and replicated in schools across the country. These schools send the message that bullying behavior is not tolerated and, as a result, have improved safety and created a more inclusive learning environment.
- The purpose of the School Bullying Prevention Act is to provide a comprehensive approach for the public schools of this state to create an environment free of unnecessary disruption which is conducive to the learning process by implementing policies for the prevention of harassment, intimidation, and bullying.
- As used in the School Bullying Prevention Act:
  1. “Harassment, intimidation, and bullying” means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. “Harassment, intimidation, and bullying” include, but are not limited to, gestures or written, verbal, or physical acts, or electronic communications;
  2. “At school” means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events;
  3. “Electronic communication” means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device, or a computer; and
  4. “Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

**Nothing in this act shall be construed to impose a specific liability on any school district. (70-24-100.3)**

**Section 487.2 Control and Discipline of Child.**

- Each district board of education shall adopt a policy for the control and discipline of all children attending public school in that district, and for the investigation of reported incidents of harassment, intimidation, bullying, or threatening behavior. Such policy shall provide options for the methods of control and discipline of the students and shall define standards of conduct to which students are expected to conform. The policy shall:
  1. Specifically prohibit threatening behavior, harassment, intimidation, and bullying by students at school and by electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school;
  2. Address prevention of and education about such behavior;
  3. Establish a procedure for the investigation of all incidents of harassment, intimidation, bullying, or threatening behavior reported to school officials for the purpose of determining the severity of the incidents and their potential to result in future violence.

### **PROPERTY DAMAGE**

Any student destroying, removing, or in any other way defacing property or trespassing on another person's or group's property will be subject to disciplinary action. A charge will be made for the property damage.

Many school activities occur at locations other than OCA. When students attend these activities off-campus (restaurants, other schools, for example), they are expected to abide by the rules and regulations established by the off-campus location. Otherwise, OCA reserves the right to suspend these students from attending school activities off campus, even if that means students are prohibited from participating in a school-sponsored activity.

### **ILLEGAL SUBSTANCES POLICY**

No student shall possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic, amphetamine, barbiturate, marijuana, alcoholic beverage, or other intoxicant. The same applies to the selling, or transferring of alcohol, drugs, or other illegal substances at a school-sponsored activity whether on or off campus. Such activity will not be tolerated and will result in disciplinary action up to and including dismissal.

Substances represented to be a drug or an alcoholic beverage shall be treated as drugs or alcohol for the purpose of student discipline.

Furthermore, if a student has knowledge of such activity on school property and fails to inform school officials, that student is subject to disciplinary action up to and including dismissal. The Academy reserves the right to demand approved professional counseling and drug testing at the student's expense.

## **CELL PHONES/ELECTRONIC DEVICES**

Students may **NOT** use a cell phone or any other electronic device during the school day. The only area a cell phone may be used during the school day is in the office. Students

are prohibited from taking unauthorized photographs or making unauthorized recordings of themselves or others.

Parents should refrain from texting/calling their student during the school day. If there is a family emergency, students may be reached by calling the school office.

Violating this policy will result in the following consequences:

- 1<sup>st</sup> violation—Phone/electronic device will be confiscated and given to the Administration and an email will be sent to the parent. The student may retrieve the device at the end of the school day.
- Each following violation—The device(s) will be confiscated, an email sent to the parent, and the device may ONLY be retrieved by the parent.

## **COMPUTER NETWORK USAGE**

OCA provides students with access to a technology network including Internet access. Usage is a privilege, not a right. Inappropriate usage will result in disciplinary consequences. A Technology Usage Policy is to be agreed to and signed each year by students and parents.

## **PERSONAL ITEMS**

OCA is not responsible for the loss or damage of any items brought from home.

## **DANGEROUS WEAPONS POLICY**

It is the policy of the OCA to absolutely prohibit the use, threat, and/or possession of dangerous weapons and related instrumentalities (bullets, shells, gunpowder, etc.) on school premises or at school functions. Any student who brings a firearm or weapon on school premises or at school functions shall be referred to the criminal justice or juvenile delinquency system. (Public Law 107-110, Section 4141.) This policy on dangerous weapons is applicable to all students without regard to age or grade.

### **A. “Gun or Device Capable of Discharging or Throwing Projectiles”**

The term as defined in this policy shall include but not be limited to (a) rifles, pistols or shotguns or any caliber and/or (b) B-B guns or air pistols and/or (c) potato throwers, dart guns or blow guns and/or (d) any other device the purpose of which is to throw, discharge or fire objects, bullets, or shells.

1. The use, display or possession of any kind of gun, weapon or device capable of discharging or throwing projectiles, whether loaded or unloaded, on the campus, parking lots, premises or property of the OCA or during school sponsored or authorized activities, functions or events shall result in the immediate out-of-school suspension of all students involved for a period of time which shall be not less than one calendar year in compliance with Oklahoma Statute Title 70, sections 24-101.3. However, the Superintendent of OCA or his/her designee may modify the suspension requirement on a case-by-case basis for clearly extenuating circumstances.

and

2. Any student who aids, knowingly accompanies, assists, or participates with another student who uses, displays or possesses a gun or device capable of discharging or throwing projectiles in violation of this policy, shall also be subject to suspension out of school for not less than one calendar year.

**B. Facsimile of Gun**

Any student who has a facsimile of a gun including cap, toy, or water gun or any other item resembling a gun in his/her possession at school, on school property or at any school-sponsored or authorized event will be disciplined as follows:

1. Parent/guardian will be notified.
2. The student may be suspended out of school.
3. If harm or threat should occur, the student will be dealt with the same as having a gun.

**C. Knives, Weapons, or Other Dangerous Devices**

The term “knife, weapon or device” shall include but not be limited to (1) knives of all sizes and types, (2) brass knuckles, chains, clubs, and sharp instruments, (3) explosives, bombs, combustible fluids or materials, firecrackers, poisons, chemicals or spray paint and/or (4) knives, weapons or devices, the use, threat or purpose of which is to cause personal injury or property damage.

1. The use, display or possession of any kind of knife, weapon or device capable of stabbing, cutting, injuring, maiming or disfiguring other persons OR damaging property, on the campus, parking lots, premises or property of the OCA or during school sponsored or authorized activities, functions or events, will be subject to disciplinary actions.
2. Any student who aids, knowingly accompanies, assists or participates with another student who uses, displays or possesses a knife, weapon or device capable of causing personal injury or property damage in violation of this policy, shall also be subject to the same disciplinary action as the student who actually uses, displays, possesses or threatens to use such knife, weapon or device.
3. For students identified under C1 and 2 above, the following disciplinary actions are to result for all students involved:
  - a. Warning: A warning will be given when the knife, weapon or device (1) has not been displayed or used in a threatening manner and (2) has not caused any harm, injury, destruction or damage and (3) is a knife or device commonly used or carried by persons for use other than as a weapon and (4) no verbal threats to use such knife, weapon or device in an inappropriate manner have preceded the possession and (5) the student has no prior school disciplinary record of physical violence, aggression, injury, damage or threats.
  - b. Out-of-School Suspension: Suspension out of school for not less than ten (10) school days and not more than two (2) semesters shall occur under any of the following conditions: (1) if the student has previously been warned not to bring such knife, weapon or device on school property or to school events; or (2) when the knife, weapon or device is one not commonly carried and is used, intended or designated for the purpose of causing physical injury or

property damage; or (3) when the particular circumstances surrounding the use or possession of the knife, weapon or device reflect that such possession posed a danger to persons or property.

- c. Automatic Long-term Suspension: Suspension out of school for not less than the current semester and not more than the current and ensuing semesters shall occur under any of the following conditions: (1) when the knife, weapon or device was used or displayed in a threatening manner; or (2) when the knife, weapon or device has caused harm, injury, destruction or damage to persons or property; or (3) when the student involved had threatened any other person with harm or physical injury with a knife, weapon or device, or (4) the student has a prior school disciplinary record of violence, aggression, injury, damage or threats.

## **STUDENT ACTIVITIES**

Student groups must be under the complete supervision of the sponsor/teacher. This means that the sponsor/teacher and principal must approve all school sponsored programs, projects, and parties (socials), in writing.

Students participating in a school activity during school hours requiring transportation to another school or site must ride in transportation provided or approved by the school.

## **BEFORE/AFTER-SCHOOL SUPERVISION**

### **PRE-SCHOOL/ELEMENTARY**

Students may arrive to school at 7:30 a.m. and go directly to the cafeteria. 1<sup>st</sup>-5th graders will be dismissed from the cafeteria to their classroom at 7:55 a.m. PreK4, EPK, and Kindergarten will be dismissed from the cafeteria at 8:05 a.m. 1<sup>st</sup>-5th grade students arriving after 8:00 a.m. and PreK4, EPK, and Kindergarten students arriving after 8:05 will need to sign-in in the Elementary Office and receive an “Admit Slip” to enter the classroom. Students are encouraged to get to school on time. Habitual tardiness interferes with classroom instructions/procedures. Extended Care arrangements for children (PK-5) can be made through the elementary office. Any child not picked-up prior by 3:15 will go to Extended Care. Please see the Extended Care Information sheet for pricing/time details.

### **MIDDLE SCHOOL (6<sup>TH</sup>-8<sup>TH</sup> GRADE)**

Students may arrive to school at 7:30 a.m. and go directly to the designated area. The tardy bell will ring at 8:00 a.m. Middle school students should not remain on campus after 3:30 p.m.

### **HIGH SCHOOL (9<sup>TH</sup>-12<sup>TH</sup> GRADE)**

Students may arrive to school at 7:30 a.m. The tardy bell will ring at 8:00 a.m. High school students should not remain on campus after 3:30 p.m.

## **ATTENDANCE**

**ABSENCE POLICY**—Because the following policies are not based on excused/unexcused absences, all absences will be counted towards the maximum

absences allotted per semester. Therefore, doctor notes will not be accepted for a one-day absence. However, if a student is absent for two or more days due to an extended illness or surgery, these absences may be appealed. The parent will need to submit an appeal request to the office with a doctor's note verifying the dates of the extended illness/surgery. All appealed absences are at the discretion of the principal.

Attendance probation may be assigned if a student does not meet the attendance requirements. Once on probation, a note from a medical professional will be required to excuse all absences. Students with on-going attendance issues may be asked to withdraw.

- **Elementary (1<sup>st</sup>-5<sup>th</sup>)**—A student must not have more than 10 absences per semester.
- **Secondary (6<sup>th</sup>-12<sup>th</sup>)**—Students must be in a class 26 minutes of the designated class period in order to validate their attendance. Per semester, a student will lose credit for a class on the 11<sup>th</sup> absence.
- **Extra-Curricular**—No student may participate in any extra-curricular activity (such as banquets, drama and sports activities) on the same day he/she has been absent from school more than one-half of the school day. Any exceptions to this rule are at the discretion of the principal. Students on attendance probation will be restricted from participation in extra-curricular activities.
- **College Days**—Students must meet eligibility requirements before taking a college day. Seniors will be allowed two (2) college visit days per year. A College Day Request Form must be completed and submitted to the Principal one (1) week prior to the date requested. Proof of application to the college must be submitted with request form for days requested in the 2<sup>nd</sup> semester by seniors. Juniors will be allowed two (2) college visit days per year—accompanied by parent. A College Day Request Form must be completed and submitted to the Principal one (1) week prior to the date requested. Sophomores and Freshmen are not allowed college visit days. College days must be taken each year prior to the April 1 with the exception of completing necessary enrollment requirements for seniors. College visit days, with the appropriate documentation, will be coded as an excused absence.

### **TARDY POLICY**

- **Elementary (1<sup>st</sup>-5<sup>th</sup> Grade)**—Students need to sign-in in the Elementary Office and receive an “Admit Slip” to enter class.
- **Secondary (6<sup>th</sup>-12<sup>th</sup> Grade)**—On the 5<sup>th</sup> cumulative tardy of each 9-week grading period, a student will be required to serve 30 minutes of detention after school. Each tardy thereafter, will result in 30 minutes of detention. Calculation of cumulative tardies will be based on each 9-week grading period. Students who are tardy to class will need to sign-in at the office and receive an “Admit Slip” for admittance to class. Habitual tardiness will result in disciplinary action. When a student receives detention, the parent will be notified via the student and/or the office.

### **LUNCH**

Students are not allowed to leave for lunch, unless a parent, grandparent, youth minister or college-aged sibling signs the student out in the secondary/elementary office. No notes or phone permission will be accepted for a student to leave campus during lunch.

## **LOCKERS (Grades 6<sup>th</sup>-12<sup>th</sup> Grade)**

Individual lockers will be assigned. Lockers must not be defaced (no tape—magnets only). Students will be responsible for repair cost to damaged lockers.

The school is not responsible for items left in lockers. Although students are responsible for the contents of their lockers, lockers remain the property of the school. Lockers may be searched at any time.

## **VEHICLES**

Students driving vehicles to campus must register their vehicles in the high school office. This information will include the make and model of the vehicle predominantly used and the license plate number of the vehicle. Students should exercise extreme caution when driving on or near campus because of the number of students and adults walking on campus. When on campus, students may only access their vehicle for transportation. Part of the student's responsibility is to park in the student designated area which is located north the secondary building. Students who fail to observe these rules and who do not observe traffic and parking regulations on campus will be subject to disciplinary action.

## **STUDENT ORGANIZATIONS**

**Elections and Selections**—Students elected or selected for leadership positions must maintain good academic, behavioral, and attendance standings with the school. Failure to do so may lead to the loss of such positions. The principal may use his or her discretion in determining the status of such students. Students on academic, behavioral, or attendance probation are not eligible for leadership positions and will forfeit positions if placed on any probation while holding such office.

**Student Council**—At a time set by the Student Council Sponsor, the middle school and high school will elect Student Council officers for the year designated (President, Vice-President, Secretary, and Treasurer). The constitution of the Student Council must be followed strictly in regard to qualifications and responsibilities.

### **National Elementary Honor Society – NEHS**

Student must be in grades 4, 5, or 6

Student must have been in attendance at Oklahoma Christian Academy for at least one semester.

Student must have a minimum overall grade point average of 3.0 on a 4.0 scale

Student must exemplify responsibility, character and citizenship.

At the beginning of the second nine weeks of this school year, teachers will be asked to complete recommendation forms for all students who qualify academically. Then, according to the national bylaws, these students will be reviewed by a Faculty Council of three faculty members appointed by the principal. The National Elementary Honor Society Advisor will also be a part of this committee, but will serve in a non-voting,

advisory capacity only. At this time, office referrals and teacher recommendations will be taken into account, and membership will be granted or denied by the Council. Students who qualify academically, but are denied membership will be eligible for membership consideration in subsequent years.

Additional information may be attained by contacting the NEHS Advisor.

**National Junior Honor Society**—NJHS Character Standards for Admission

- Student must have been in attendance at Oklahoma Christian Academy for at least one semester.
- Student must have a minimum overall cumulative grade point average of 3.0 on a 4.0 scale.
- Student must exemplify leadership, character, and service.

A student will not be admitted to National Junior Honor Society if in the current school year, he or she:

- Has been referred to the office for a cheating offense that was upheld.
- Has been referred to the office for skipping school.
- Has more than five office referrals of any kind.
- Has any offense that results in suspension from school.

*At the beginning of the Spring semester teachers will be asked to complete recommendation forms for all students who qualify academically. Then, according to the national bylaws, these students will be reviewed by an advisory committee of five faculty members appointed by the principal. The National Junior Honor Society Adviser will also be a part of this committee, but will serve in a non-voting, advisory capacity only. At this time, office referrals and teacher recommendations will be taken into account, and membership will be granted or denied by the committee. Students who qualify academically, but are denied membership for character reasons, will be eligible for membership consideration in subsequent years. Additional information may be attained by contacting the NJHS sponsor.*

**National Honor Society—Oklahoma Christian Academy Chapter—**

- **Name & Purpose**—The name of this chapter shall be the Oklahoma Christian Academy Chapter of the National Honor Society, which appears on the charter granted by the National Council of the National Honor Society duly signed by the members of the National Council.

The purpose of this chapter shall be to create enthusiasm for scholarship, to develop a desire for service, promote leadership and develop character in students at Oklahoma Christian Academy.

- **Candidates** eligible to election in this chapter must be members of the sophomore, junior or senior class. They must have attended Oklahoma Christian Academy for a least one full semester.
- **Membership** in this chapter shall be known as active and graduate. The graduate members have no vote. Active members become graduate members at

graduation. Membership in this chapter shall be based on scholarship, service, leadership and character.

- **Scholarship**—To meet the scholarship requirement, a student must:
  - Have a minimum overall cumulative grade point average of 3.0 on a 4.0 scale.
  - Be committed to learning.
  - Understand that education is a life-long process
  - Continually accept the challenges of learning in a ever-changing world.

Additional information may be attained by contacting the NHS sponsor.

## **OKLAHOMA SECONDARY SCHOOLS ACTIVITY ASSOCIATION (OSSAA) ELIGIBILITY FOR EXTRA-CURRICULAR PARTICIPATION (7<sup>TH</sup>-12<sup>TH</sup> GRADE)**

The following guidelines will be used to determine the eligibility of a student to participate in extracurricular activities:

**OSSAA scholastic eligibility standards** are required of all students engaging in co-curricular activity programs. Local school boards may make exception for only those students participating in non-competitive activities. (OSSAA Board Policy)

### **Section 1. Semester Grades**

- A student must have received a passing grade in any five subjects to be counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. (This requirement would also be five school subjects for the 7th and 8th grade students.)
- If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next 18-week grading period they attend.
- A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
- Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding 18-week grading period should be obtained from the records in the school last attended.

### **Section 2. Student Eligibility During a Semester**

- Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. School may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked.
- A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is

- still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
- A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).

### **Common Questions concerning eligibility:**

May a student participate while on probation?

*Answer:* Yes.

Is a student on probation for two consecutive weeks when he/she fails a course one week and a different course the following week?

*Answer:* No. The student would be ineligible the second week as it is impossible to be on probation two consecutive weeks.

Is there a limit to the number of probationary weeks a student may have during a semester?

*Answer:* No, except for the fact that probation cannot occur on two consecutive weeks.

Does the scholastic eligibility rule apply to students in music, speech, FFA, VICA, DECA, and cheerleading, etc.?

*Answer:* Yes. If the student is involved in an activity that involves competition between two or more schools. No exceptions when competition is involved.

Does the weekly grade check apply to the grades a student made during a one-week period of time?

*Answer:* No. The key to understanding this portion of the rule is to ask the following question: Would this student be passing if you had to give him/her a semester grade today? (The weekly grade check is for the cumulative grade a student has earned for all of the time he/she has been in school during a semester.)

If a school checks grades on Friday and a student shows up as failing a class would he/she be eligible to participate on that Friday night?

*Answer:* Yes. The rule defines the period of ineligibility as beginning the Monday following the day grades are checked and continuing through the next Sunday.

If a student is serving a week of ineligibility and makes up a test on Thursday would they be eligible to participate on Friday?

*Answer:* No. Once a student becomes ineligible he/she will remain ineligible for a period defined by the rule to be from a Monday through the next Sunday.

If a student is ineligible to start the next semester and our school begins its semester on a Thursday, does the first two days that first week count as a complete week?

*Answer:* Yes. For the purpose of determining the end of an ineligibility period, if any part of a semester falls with a calendar week that will be considered a full week.

## DRESS/UNIFORM CODE

The Academy's uniform selections and dress code are based upon the following goals and principles:

- **A Proper Sense of Pride**—As individuals uniquely created in God's own image, students should take pride in their appearance, fostering a "dress for success" mentality pleasing to God and man.
- **Uniformity**—Uniformity removes the potential for a wide variety of clothing-related distractions, helping students maintain right relationships and a grasp of the true purposes of school. Uniformity also significantly decreases the opportunity for a "haves and have-nots" environment to develop within the school.
- **Modesty**—More than the length of a skirt or cut of a blouse, modesty is ultimately an issue of the heart. All members of the OCA family, including parents, are asked to avoid immodesty both in terms of underdressing (too short, low cut, tight, transparent, etc.) as well as overdressing ("look at me" apparel, accessories, or jewelry.)

### General Uniform Code—

All students must wear the school uniform Monday-Thursday, unless instructed by a teacher or administrator to dress differently because of a special event or field trip. If a Middle School or High School student fails to wear the school uniform and the office is able to accommodate them for the day, a \$2.00 rental/laundry fee will be due at the time of rental. All dress code and uniform requirements are to be followed during the school day and at all school activities where students represent OCA. Uniforms may be purchased through the Uniform Club Store (Campus Store or Edmond Store.).

- All uniforms will have the OCA logo embroidered on them.
- Knit polo shirts are available in maroon, white, black, or gray (short sleeve or long sleeve).
- Skirts are available in plaid, khaki, heather (dark gray) or black.
- Jumpers are available in plaid
- Pants/shorts/capris are available in black or khaki

### General Guidelines—

- Uniforms will not be altered for purposes other than sizing.
- Skirts, dresses, and walking shorts are to be no more than 3 inches from the knee.
- T-shirts and camisoles worn under collared shirts must be white or of the same color as the outer shirt and have no visible lettering.
- Shirts must be long enough to stay tucked in when both arms are raised. (This is a standard of measurement—shirts are not required to be tucked in.)
- Tights, leggings, or socks worn with skirts and/or jumpers must be solid white, black, gray, or maroon.
- Saggy/baggy pants or jeans are not tolerated. Jeans or pants with over-sized pockets are not permitted. No rips or tears are permitted. No cut-offs are permitted.
- Belts required—plain buckle, solid or woven leather black or brown, no embellishments

- Chains are not permitted.
- Hair must be neat, clean and well-groomed
- No extreme cuts or distracting styles, shaved, sculpted designs or colors different from natural will be allowed
- Boys' hair must be above the eyebrows, above the middle of the ears, and above the top of the collar when combed straight down.
- No facial hair
- Head coverings, caps, and hats are not allowed in the building

**Shoes/Socks—Girls & Boys**

- No beach sandals, “flip-flops”, plastic shower shoes, house shoes (slippers), or shoes with wheels
- Socks must match and be solid white, black, gray, or maroon

**Friday—Spirit Day** (Regular “Monday-Thursday” Dress Code or choose from the following)—

- Jeans/Shorts/Capris
- Athletic Shorts with OCA Logo (must meet length requirement stated above)
- OCA Spirit Shirts—Spirit day shirts are to be purchased from the school or purchased through participation in OCA activities (sports, drama, debate, etc.). **No homemade shirts will be allowed.**

**Outerwear** Winter coats/Jackets/Hoodies/Sweaters

- Sweatshirts other than OCA sweatshirts are not acceptable. Students without a uniform shirt under the sweatshirt will be asked to call their parents or be sent home to change.
- Jacket—grey, black, or maroon with school logo from the Uniform Club are permitted to be worn in the classroom with an OCA uniform shirt underneath.
- Cardigan Sweaters (Girls)—with school logo from the Uniform Club are permitted to be worn in the classroom with an OCA uniform shirt underneath.
- OCA letter jacket is permitted in the classroom with an OCA uniform shirt underneath.
- Any coat, jacket, sweatshirt, or sweater that is not branded with the OCA logo will not be permitted in the classroom, lunchroom, and/or halls during school hours--8:00 a.m.-3:20 p.m. and must be left in lockers. No Exceptions!