



ORANGEWOOD CHRISTIAN SCHOOL

Parent/Student Handbook

Lower School Campus

1221 Trinity Woods Lane
Maitland, FL 32751

School Hours:

Monday - Friday 7:55 AM - 2:50 PM
Half-day 7:55 AM - 11:30 AM
After school care 3:25 PM - 5:45 PM

Upper School Campus

1300 West Maitland Boulevard
Maitland, FL 32751

School Hours:

Monday - Friday 7:40 AM - 2:45 PM
Half-day 7:40 AM - 11:35 PM
After school care 3:05 PM - 5:30 PM

The OCS website is www.OrangewoodChristian.org. The website contains information for prospective families or individuals and also our current OCS families. Information for school families is also posted on FACTS (RenWeb).

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

OCS Parent/Student Handbook

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SECTION I - ALL SCHOOL

I. OCS FOUNDATIONS

Mission Statement

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

OCS Vision Statement

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

OCS Goal

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

Core Pillars of OCS

These pillars guide the school's mission to equip students to transform the world for Christ.

- Christ First: Orangewood is an academic community serving Christian families where faith is lived out in classrooms, across campuses, and among each other.
- Personalized Experienced: Orangewood delivers rigorous, holistic instruction, focused on the individual student.
- Rooted in Relationship: Orangewood is a community that values meaningful relationships and cares deeply for one another.
- Forward Thinking: Orangewood is transforming the way that Christian education is delivered.
- Discipleship Focused: Orangewood employs distinguished teachers and staff who lead, teach, and disciple students.

Portrait of an OCS Graduate

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

Statement of Faith (What We Believe)

Orangewood Christian School is a ministry of Orangewood Church, PCA, and our attitudes and emphasis are reflective of our church-school relationship. The school stands and operates firmly on the changeless Word of God as expressed in the following statement of historical evangelical Christianity:

- We believe the Bible to be the inspired, the only infallible, authoritative, and inerrant Word of God ([II Tim. 3:15](#), [II Peter 1:21](#)).
- We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit ([Gen. 1:1](#); [Matt. 28:19](#), [John 10:30](#)).
- We believe that God is the Creator of all things, including mankind. Men and women were created by God ([Genesis 1 & 2](#), [John 1: 1-5](#)).
- We believe that mankind is created in the image of God, therefore having worth and dignity, and for the purpose of glorifying God and enjoying Him forever (Genesis 1:27).
- We believe that our lives should be lived to love God and others ([Col. 3:12](#), [Ga. 5:22](#), [Luke 10:27](#)).
- We believe that Jesus Christ is the eternal Son of God, who through His perfect life and sacrificial death atoned for the sins of all who will trust in Him for salvation ([John 3:1-16](#), [John 14:6](#), [Romans 6:23](#)).
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and the inability to save ourselves, that men are justified on the single ground of faith in the shed blood of Christ; and that only by God's grace and through faith alone we are saved ([John 3:16-19](#), [5:24](#); [Rom. 3:23](#), [5:8-9](#); [Eph. 2:8-10](#); [Titus 3:5](#)).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life ([Rom. 8:13-14](#); [I Cor. 3:16](#), [6:19-20](#); [Eph. 4:30](#), [5:18](#)).
- We believe that God wonderfully foreordained and immutably created each person as either wholly male or wholly female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God ([Genesis 1:26-27](#)).
- We believe that the term marriage has one meaning: the God-created union of one man and one woman in a single, exclusive, covenant commitment, as delineated in Scripture ([Numbers 30:2](#), [Genesis 2:18-25](#), and [James 5:12](#)), distinguished by sexual exclusivity, permanence, and devotion to their good and to the welfare of any children within the family.
- We believe in the sanctity of all human life, including the pre-born from conception, and consider each person to be of infinite value and each life a gift from God to be cherished, nurtured, and redeemed ([Genesis 1:27](#); [Genesis 9:6](#); [Psalm 139:13-16](#); [Luke 1:44](#)).
- We believe that all aspects of our lives are to be lived to the glory of God, in accordance with his Word, and under the lordship of Jesus Christ ([Psalm 24](#), [Psalm 29](#)).
- We believe that Jesus will return, bodily and visibly, to receive His people to Himself ([1 Thessalonians 4:16](#), [John 12:37-50](#), [Acts 1:8](#)).

Dignity and Respect (How We Treat Others)

At Orangewood Christian School, we believe that every student is created in the image of God and is deserving to be treated with dignity and respect at all times. Our commitment to honoring each individual stems from our Christian faith, which teaches us to love one another as God loves us.

Biblical Foundation

1. **Genesis 1:27:** "So God created mankind in his own image, in the image of God he created them; male and female he created them." This verse reminds us that every person, regardless of gender, race, or ability, carries the imprint of God's image. Therefore, we must treat each other with the same respect and dignity that God affords us.
2. **Matthew 7:12a:** "So in everything, do to others what you would have them do to you." Known as the Golden Rule, this principle instructs us to treat others as we would want to be treated, ensuring fairness, kindness, and respect in all interactions.

Policy Statement

At Orangewood Christian School, we uphold the following principles:

1. **Biblical Standard:** Our standard of behavior is guided by biblical teachings that emphasize love, compassion, and respect for others. Ephesians 4:32 instructs us to "Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you."
2. **Love and Kindness:** Every student has the right to feel safe, valued, and respected within our school community. Discrimination, harassment, or unkind behavior based on gender, race, ability, or any other characteristic will not be tolerated.
3. **Intent vs. Impact:** The intent behind an action does not excuse its impact on others. Statements such as "I was just joking" or "I didn't mean it that way" will not be accepted as excuses for unkind behavior. We recognize that regardless of intent, unkind actions can cause harm and hurt to others.
4. **Administrative Oversight:** Our goal is to foster an environment where all students feel safe, valued, and supported in their educational journey. Any instances of unkind behavior, discrimination, or harassment will be addressed promptly and with appropriate consequences.
5. **Community Responsibility:** We expect all members of our school community—students, parents, faculty, and staff—to uphold these principles and to actively promote a culture of kindness and respect.

Conclusion

By adhering to these principles, we aim to create a school environment where each student can flourish academically, socially, and spiritually. Together, let us commit to treating one another with the dignity and respect that reflects our shared belief in the image of God in each person.

II. OCS TRADITIONS

OCS upholds traditions that foster school spirit and reflect its Christian heritage. Please use this link to learn more about [OCS Traditions](#).

III. GENERAL INFORMATION

Absences and Tardies

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

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

Any **student planning to miss three or more consecutive school days** must initiate the pre-approval process at least **48 hours prior to the planned absence**. This policy does not apply to unplanned illnesses or unforeseen events; such events will be handled on a case-by-case scenario. To begin this prearrangement process, the student(6th - 12th grade) or parent (K - 5th) should either email or stop by the office with their request.

Once the absence has been acknowledged by the appropriate office, a **Pre-Approval Absence Form** via Google documents will be sent to the student, parent, teachers, and the appropriate administrator. Teachers will use this form to outline any missed assignments and expected due dates.

Students who follow this procedure will receive **one day, per day missed**, to complete their make-up work. Students who do not complete this pre-approval process for absences exceeding two consecutive days will be required to make up their work upon returning to campus, without extension.

Absences of less than three consecutive days **do not** require this procedure and will be handled within the individual classroom environment(s).

Absences will be tracked by semester. According to Florida State law: *Florida law (Section 1003.436, Florida Statute) defines a full credit as a minimum 135 hours of bona fide instruction in a designated course of study. This language, which is related to High School graduation, represents an instructional design and should not be interpreted to mean that a student who is in attendance for fewer than 135 actual hours of instruction should automatically be denied credit for a course. However, state law does not prohibit school district boards from imposing an academic penalty related to student attendance.* In an effort to align with the state law, students should not exceed 10 absences in any class per semester. Students that exceed 10 absences will be reviewed by administration to determine if the student will be required to complete course recovery time or pass a cumulative exam to show mastery in order to receive credit. Upper school students exceeding 15 absences must work with the academic advisor on an academic plan to receive credit.

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

Students who arrive late to school will accrue 0.2 of an absence, with 5 tardies counting as a full day. After arriving to school, students who are tardy to a subsequent class will follow the progressive discipline plan.

Absent and Late Work

Please use this link to learn more about [absent and late work](#).

Administrative Policies

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

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

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

Bible Translation

OCS uses the English Standard Version of the Bible.

Challenged Materials Policy

Despite the great care taken in the selection process, there may be occasional objections raised to some of the materials included in the media center or classroom. Please use this link to view the [Challenged Materials Policy](#).

Co-Curricular Activities

Activities, like clubs and after school sports, are offered for students for a fee. Please use this link to learn more about [co-curricular activities](#).

Field Trips

Teachers plan regular field trips to enrich the school's academic activities. Many of the field trip fees are included in the activity fee that is billed on FACTS (RenWeb). Please use this link to learn more about [field trips](#).

Probation and Dismissal

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

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

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

- Parent's failure to treat teachers and staff with respect, politeness, and consideration
- Parent's failure to cooperate with school policies, meet financial obligations, or fulfill other contractual obligations
- Any significant incident of misconduct by a student
- Inadequate academic progress defined as 2 Ds or 1 F received in a grading period and/or a GPA below 2.0
- Bullying or harassment
- Violence or threats of violence

- Student's failure to cooperate with school policies
- Unacceptable conduct and/or poor attitude
- Possession of prohibited articles or substances, or the sale or distribution of such substances
- Accumulation of detentions or suspensions
- Habitual negative response and attitude toward OCS which is being communicated to others

Prohibited items

Students are not permitted to bring laser pointers, any type of noise/music playing device, smart devices (including but not limited to air pods, fitness trackers, smart watches, or other Bluetooth enabled devices), or other items which cause unnecessary disruptions. Instruments required for musical classes are permitted. No technology devices, other than the school issued iPad, may be used during the school day.

Cell phones are permitted, but must remain powered off and stored in the student's backpack or bag at all times. Use of any technology other than the school issued iPad is prohibited, and violations of this policy will result in disciplinary action.

Bringing or possessing knives, guns, weapons, explosives, simulated weapons, or any other self-defense item on campus is strictly prohibited and may result in immediate dismissal. Parents are also prohibited from bringing weapons onto school property unless they are sworn law enforcement officers.

The possession, use, or distribution of tobacco products (including but not limited to snuff, dip, cigarettes, cigars, etc.), vaporizers, alcohol, controlled substances, illegal drugs, or any mind-altering substances at any time (in or outside of school) will result in disciplinary action and possible dismissal from OCS. This includes providing or using prescription medication for any purpose other than that for which it was prescribed and its provision or use, to or by, someone other than the individual for which it was prescribed. Possession of sexually explicit material will not be tolerated and will result in immediate disciplinary action and possible dismissal from OCS. Law enforcement will be notified in any of these situations.

Prohibited articles will be confiscated and may be returned at the principal's discretion. Administration reserves the right to deem an item as inappropriate for the school setting and prohibit it accordingly.

Trespassing

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

Valuables

Students should not bring valuables to school. Articles lost or stolen should be reported to the respective school office as soon as possible, and a police report may be filed. The school is not responsible for any personal items brought to school.

IV. ACADEMICS

Academic Dishonesty (Cheating)

As academic integrity is paramount to the highest level of success for all students, cheating of any kind will not be tolerated at OCS. Students in grades 4-12 will review their age-appropriate agreement with their teacher and sign with their parents.

- [3rd - 4th Grade Document](#)
- [5th Grade Document](#)
- [6th - 12th Grade Document](#)

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

- **Plagiarism:** Students may incorporate material into their work (e.g. homework assignments, research papers, etc.) only when crediting the source. Incorporating any portion of another's published or unpublished work without attribution is strictly prohibited and will be treated as cheating.
- **Copying class assignments:** Incorporation of any portion of another student's work into your assignment by technology or any other means is strictly prohibited and will be treated as cheating. Allowing others to copy your work is also strictly prohibited and will be treated as cheating.
- **Failure to do one's own work:** Any use of technology that performs the work assigned to the student is detrimental to the best interest of the student and will be treated as cheating. Examples of this: the unauthorized use of a calculator in science or math class, or the unauthorized use of translation software in a foreign language class.
- **Unauthorized help:** The use of unauthorized help such as notes, books, electronic information, or information from another student, or any other materials on a test, quiz, or exam is considered cheating.

Educational Services

At Orangewood Christian School, we embrace students with different learning abilities. Our goal is to provide academic support to help our students achieve their God-given gifts and talents. Please use this link to learn more about [Educational Services](#).

Grading

Grade or course placement of any student enrolled in OCS is at the discretion of the division Principal. This decision may be based on developmental readiness, entrance test evaluation, most recent achievement test scores, previous report cards, previous credits earned, and/or attitude toward school work.

[FACTS \(RenWeb\)](#) is the web-based school-family communication used at OCS. FACTS (RenWeb) is also available as a smart phone app. Teachers post grades, homework, and news weekly. Please check your student's account regularly. Access to FACTS (RenWeb) may be disabled for past due accounts. Please contact the finance department for specific information.

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

K4, TK, and Kindergarten: Please refer to the grade-level handbook, distributed by the teachers, for grading.

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

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

1st-12th grades use “mixed” grading (weighted categories and points within each category). The three broad grading categories:

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

Category weighting and naming varies by division and department.

The goal of reporting grades is communication from teachers to students and parents. Although the ultimate responsibility for the quality and punctuality of assignments belongs to each student, OCS wants to partner with families in helping students learn to bear that responsibility well.

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

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

E and **P** codes do not affect the grade average. An **M** code averages as a zero until a grade is entered in its place; it triggers an automated email home. The purpose of the email and temporary zero of an **M** is not to be harsh or critical. Rather, it is meant to be a helpful reminder so missing work is not forgotten.

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

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

Homework

Teachers post all assignments on FACTS (RenWeb). Regular homework is a part of the academic program at OCS. Students should be able to complete their homework with minimal help from parents; however,

parents should supervise students as needed, and outlined in FACTS (RenWeb), to ensure that all homework is completed.

Promotion

At Orangewood Christian School, our desire is to partner with families in nurturing each student’s academic growth and overall well-being. In grades K–8, students are promoted to the next grade level upon satisfactory completion of the current year’s academic expectations. If a student receives a failing grade in any two of the core subject areas (Language Arts, Math, Science, Social Studies, Bible), retention may be considered. Decisions regarding retention are made carefully and prayerfully through conferences between the teacher, parents, and administration, ensuring that any course of action reflects what is truly best for the child.

If a student receives a failing grade in one major subject area, he or she will be promoted; however, the student will begin the following school year under academic probation so that OCS can provide appropriate support and accountability as they work toward mastery.

In Grades 9–12, students who earn a failing final grade in a course do not receive credit for that course. If the course is required for graduation, it must be repeated and passed to fulfill the graduation requirement.

National Honor Society

Membership in National Honor Society speaks to a student’s scholastic and leadership ability and his/her willingness to serve our school and community. This honor recognizes a student’s achievements and entering into membership displays a student’s commitment to continued excellence. Please use this link to learn more about the [National Honor Society](#).

Permanent Records

A file is kept in FACTS (RenWeb) for each student while in attendance. The file is sent to the student’s new school if he or she moves or graduates. Files will not be released to parents or other schools until all accounts are fully paid. The file includes the academic record, standardized and growth testing results, and any other testing. The cumulative file is always open to parents for review. The school shall transfer, should the school become defunct, all permanent information contained in student records to the district school superintendent of the public-school district in which the private school was located; or shall transfer that information to the Director of Christian Schools of Florida (FL Statute 1002.42).

Testing

The NWEA MAP Growth Assessment and Write Score test are both progress monitoring assessments used to measure the timely academic progress of our students and also to evaluate academic programs. Please see the testing schedule below:

| | |
|-----------------------|---|
| DIBELS Testing | Fall: TK -1st grade Winter: TK -1st grade Spring: TK -1st grade |
| MAP Testing | Fall: 2nd - 9th Grade Winter: 2nd - 6th Grade Spring: 2nd - 9th Grade |

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| Write Score Testing | Fall: 2nd - 7th Grade* Winter: 1st - 6th Grade Spring: 1st - 7th Grade |
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* 3rd Grade Fall Write Score results will be sent home at the end of the first semester. It is their first time taking the expository writing assessment.

Semester exams are at the discretion of the administration. K-6th grade students do not take semester exams.

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

V. ENROLLMENT

Admission Policies and Procedures

Please use this link to learn more about [admissions policies and procedures](#).

Withdrawal

Parents should contact the school to obtain the withdrawal form from the respective school administrative office and schedule an exit interview. Please use this link to learn more about [withdrawal](#).

VI. FINANCES

Activity Fee

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

Financial Aid

OCS seeks to provide need-based tuition assistance to students in grades K-12 to enable us to serve students who could not otherwise afford to attend. The tuition assistance program is an integral and respected part of our school's philosophy, operating budget and fundraising objectives. OCS may not be able to meet 100% of the demonstrated need for each applicant, and frequently, the number of qualified applicants may exceed the tuition assistance resources of the school. Financial Assistance is prayerfully awarded to applicants with the highest demonstrated need. The tuition assistance application is found on the school's website however the Finance Office must be contacted for details prior to applying. The deadline to apply for assistance is published on our website. Late applications will only be considered in the event of extenuating circumstances that arise after the published deadline or for new families and will only be considered if funds are available.

Financial Obligations

OCS sends all tuition billing through email to any person listed as being financially responsible. The school utilizes a continual enrollment process. Per the terms of the Continual Enrollment contract

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

Statements are emailed every month and reflect all past due balances. Accounts with a balance past due over 30 days will default to a disabled status in FACTS (RenWeb). In order to reinstate access to FACTS (RenWeb), the family account must be brought current or be on an approved payment plan. In the event an account becomes 60 days delinquent, the school reserves the right to restrict the students' attendance at school, including classes, exams, athletic activities and/or other school events. **All fees and tuition must be paid in full before any student records or report cards will be released.** If an account is past due, all payments will be applied to tuition before any other obligation. All tuition and fees must be current by the first day of school or an approved payment plan must be in place in order for students to be eligible to start school.

OCS will apply payments to the oldest outstanding financial obligation.

Textbooks

The registration fee covers all workbooks for students in all grades. Hardcover books are the property of the school. Paperback textbooks that are not workbooks may also be the property of the school. In case of lost textbooks or workbooks, replacements must be ordered from the publisher, which usually takes 2-3 weeks. Parents will be billed for the total cost (book and shipping) of replacing the books. Parents will also be billed for torn pages or writing in books belonging to the school.

VII. HEALTH AND SAFETY

Bathroom Independence

All students must be independent with toileting skills prior to the first day of school. Due to health and safety concerns, staff members will not be responsible for changing children should a toileting accident occur. If the child is not able to change him or herself, the parent will be contacted. Students who struggle in this area will be under the care of administration to determine eligibility of enrollment.

Emergency Drills

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

Health Forms

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

Health Forms, any student entering a Florida school for the first time: Florida State law requires that a Student Health Examination Form (HRS 3040) and a Florida Certificate of Immunization (DH 680, Part A, B, or C, or a Religious Exemption Form DH 681) be completed before a child enters a Florida school for

the first time. The forms may be obtained from your physician, the health department, or a walk-in clinic. Schedule your child's appointment for the health exam before school begins. The results of the health exam plus past and current immunizations or exemptions must be recorded.

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

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

- Four or five doses of **Diphtheria Tetanus Pertussis (DTaP)** vaccine
- Three doses of **Hepatitis B** vaccine series
- Four or five doses of the **polio** vaccine (A fifth dose of poliovirus vaccine is required if the fourth dose was administered prior to the fourth birthday. Please note that the Certification of Immunization (DH Form 680) has been updated to provide a space to document a fifth dose of poliovirus vaccine as needed.)
- Two doses of **measles** vaccination (MMR)
- Two doses of the **varicella vaccine** (No doses are required if a healthcare provider shows documented history of the student's previous varicella infection.)
- One dose of **tetanus-diphtheria-pertussis (Tdap)** vaccine in grades seven through twelve.

Health Policies

Please use this link to learn about the [health policies](#).

Inclement Weather

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

In the event of lightning being detected within 6 miles of our campus during dismissal time, a lightning alert will be issued via text message. To ensure the safety of our students, we will have all students remain indoors for 30 minutes after the last lightning strike within 6 miles of our campus. Students are allowed to travel between buildings in small groups, with adult supervision, under awning protection. Carpool will be suspended for 30 minutes after each strike that is within that 6 mile radius. After the threat has passed, an all-clear text will be sent out to the parents and dismissal will resume. We suggest all families remain in their cars for safety during these alerts but realize some parents will want to pick their children up. In this case, parents will have to pick their children up from their designated areas. Vehicles in the carpool line at each campus may load under a Lightning Alert, if an administrator determines it is safe to do so.

Parent Alerts

There may occasionally be a need for immediate parent notification and a system is in place at OCS which utilizes contact information parents have placed in FACTS (RenWeb) during enrollment/reenrollment. Should there be a critical situation (such as a lockdown recommended by law enforcement), or a school closure or schedule change based on a weather event, power failure, etc., a message will be forwarded via voice mail message and/or text message to the contact telephone numbers listed in FACTS (RenWeb). Students will not be able to be dismissed during a lockdown. It is very important for parents to ensure the

school has the most up-to-date information for your family in FACTS (RenWeb), particularly contact telephone numbers, emergency contacts and health/insurance information.

Visitors and Volunteers

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

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

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

VIII. PARENT EXPECTATIONS

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

The following is list of OCS expectations of parents:

- Active membership and regular attendance at a local Christian church.
- Commitment to Christian education.
- Support of OCS administration, faculty, and school offerings.
- Prompt payment of all fees and tuition.
- Commitment to ask questions of the appropriate people when something is unclear, or where there seems to be an issue or concern (following Matthew 18). For example: If your student is having a problem with a particular subject or teacher, please begin by contacting the teacher for resolution.
- Refrain from any conversation that could be perceived as harmful, gossip, or negative towards the school, its faculty, parents, students, or school offerings.
- Treat teachers and staff with respect, politeness, and consideration.

Church Membership

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

Divorced or Separated Parents

In the event the parents of a student are separated or divorced, the school may require a certified copy of any temporary or final order of the court, if any, regarding legal custody of the student. Upon a request of the non-custodial parent, OCS, absent a proscription contained in the court order, will have

the right to provide the non-custodial parent with copies of all status reports that are mailed home and report cards relating to such students. In these instances, the principal may advise the custodial parent of the request and of the fact that the reports will be provided. Parents may request that duplicate records and communications be provided.

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

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

As members of the OCS covenant community, students and parents are called to pursue peace and unity by addressing concerns biblically and respectfully. Following Matthew 18, we expect families to seek direct, humble communication when resolving conflicts.

Steps to Resolution:

1. **Speak directly** to the person involved.
2. **If unresolved**, involve the division principal. Do not share concerns on social media or with uninvolved parties.

Ongoing student concerns should be brought to the **classroom teacher** first. If needed, the teacher may suggest contacting the other student's family. If the issue persists, contact the **division principal**, then the **head of school**. If you believe the head of school has not followed policy, a written appeal may be submitted to the **school committee chair**. Note: school committee members and church staff do not handle daily school matters.

OCS values a strong, respectful partnership with families. If this relationship becomes strained in a way that hinders our mission, the school may determine not to continue or renew enrollment.

IX. TECHNOLOGY

Every student at OCS will receive a school issued Apple iPad. The iPad will be a daily essential for each class. 4th-12th grade students will be asked to bring the iPad to each class daily and it is the responsibility of the student to bring this to school fully charged. Students may not have the opportunity to charge this device during the school day.

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

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

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

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

Social Media and Electronic Communication

The same rules of conduct for written or face-to-face communication and behavior apply equally to electronic communications. Additionally, students may not photograph or video any student, teacher, staff member, or parent. Students may photograph or video a school activity with permission from an OCS administrator. Students are responsible for their behavior on and off campus, 24/7.

OCS reserves the right to inspect user directories for inappropriate files and to remove them if found or to take other appropriate action if deemed necessary, including notification of parents. The school also reserves the right to inspect any personal electronic devices brought onto campus. In such cases, students must provide any passwords to inspect the device upon request of the OCS administration. Students who are unwilling to provide passwords or other access required to inspect such places or items upon request by OCS administration will be disciplined.

SECTION II - LOWER SCHOOL

I. GENERAL INFORMATION

Arrival and Dismissal

To maximize learning time and minimize distractions for students and teachers, it's important that students arrive on time and ready to begin the day. While occasional delays may happen, punctuality is expected.

Parents should follow carpool procedures by using the carline to drop off in front of the school office. Those who prefer to walk students in may park but we ask that parents not enter the gym. Allowing students to enter independently helps build responsibility and confidence.

Students can be dropped off any time after 7:15 AM. School begins at 7:55 AM. Students are considered tardy after 7:55 AM if they are not in their classrooms at that time. Students who arrive late must be accompanied by a parent to check-in in the front office.

School is dismissed and carpool begins at 2:50 PM. If you need your student in advance, please park and sign him/her out in the front office for early release. The front office staff are preparing for dismissal starting at 2:30 PM. Parents may NOT sign their student out after 2:30 PM and must follow regular carpool procedures at that time. The school staff uses the term "carpool" when referring to the before or after school drop off/pick up.

In the afternoon, vehicles line up in the parking lot. Cars must display the OCS provided name sign and use the Pikmykid app or must park and go into the front office to sign out. To ensure student safety,

drivers may not use cell phones when their cars reach the school gate. Parents may start announcing their student on the PikMyKid app at 2pm.

Drop off and pick up tend to move slowly and the lines are somewhat congested for the first weeks of school. After parents and students become accustomed to the procedures, things move more quickly. After this period, carpool ends at **3:25 PM**. Students who have not been picked up by **3:25 PM (12:00 PM on half days)** will attend the after school care program and parents will be billed. After care dismissal begins at **3:30 PM**.

Please use the Pikmykid app to designate who will pick up your student during carpool. All changes must be managed by the parent in the app.

Please use this link to learn more about using [Pikmykid](#).

Please use these links to learn more about [setting up](#) your account and how to [delegate](#).

In FACTS (RenWeb), under Family Demographics, a tab titled Transportation-Pick Up is available to list all persons with permission to pick up your child during the school day.

Before and After Care

Before school care is available for parents starting at 7:00 AM. Parents will be charged a \$5 fee for each morning students are present before 7:15 AM.

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

Please use this link to learn more about our [after school care, clubs and athletics](#).

Community Service Requirement (6th grade only)

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

Middle school students (including 6th grade) are required to complete 16 service hours per year (8 per semester). If a student does not complete at least 8 hours in the first semester, an incomplete will be issued on the report card.

Early Release

Students who are present for more than half the school day (3.5 hours), but signed out before 2:30 will have an early release recorded in RenWeb attendance. Students present for less than 3.5 hours will be recorded as absent.

If a student needs to be signed out during the day due to illness or an appointment, parents or adults on the student's authorized pick up list must sign the student out through the front office.

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

Front Office

The front office is open Monday-Friday **7:30 AM-3:30 PM (7:30 AM-12:00 PM on half days)**. The administrative assistant in the front office is responsible for maintaining school records and answering phone calls. Along with the Student Health Coordinator, she is also authorized to administer medication to students, provided a signed medical authorization form is on file. Either may also contact you if your child becomes ill during the school day. It is important to notify the school if your phone number changes or if you will be out of town for any extended period. Tuition payments made by check should be placed in a sealed envelope clearly labeled with your child's name and the purpose of the payment. Please note that cash payments are not accepted for any reason.

To avoid disrupting classroom instruction, the administrative assistant is not able to deliver messages directly to students or teachers during class time, as this would require calling into the classroom and interrupting the entire class. However, she is happy to take messages and forward them to the teacher's email inbox. Teachers typically check their messages, emails, and mailboxes periodically throughout the day and again at the end of the school day.

If you need to speak with your child's teacher, please call the front office and leave a message in the teacher's voicemail box. Messages left after **3:25 PM** may not be returned until the following school day. Whenever possible, we encourage you to use email for communication, as it is often the quickest and most convenient method.

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

Lost and Found

The front office maintains a lost and found clothing rack and bin, in addition some items are put on a parent-run Facebook page titled "OCS Lower School - Lost and Found." Parents and students should check this clothing rack and bin for lost items. Items not claimed in a timely manner will be donated to a local charity at the end of each quarter. **Please mark your student's jackets, sweatshirts, sweaters, backpacks, water bottles, and lunch boxes with their first and last names** so that items can be returned if misplaced. The lost and found is cleaned out twice a month, usually the 15th and 30th.

Lunch and Snack

Lunches can be brought from home or purchased from The Grove Lunch Program. Lunches can be purchased the week before (deadline Thursday 7pm the week before). Students have a short snack break in the middle of morning. Please send a nutritious, quick, easy-to-eat snack daily. As you are able, please limit the use of glass containers. Students should also bring a water bottle.

If your student is not at school (due to absence or off-campus field trip) on a day they have purchased lunch, you may come to school at lunch time to pick it up. We do not have enough refrigerator space to store lunches until after school. Once purchased, there are no refunds on lunches. In cases of emergency, the school can provide food items (lunchable, chips, and a cookie) for a charge of \$8 for

lunch and \$3 for a snack. After two emergencies in one week, the school will ask for the parent to take the responsibility of providing the lunch/snack for their student if it happens again in that same week.

Parking

Please do not park in the grass or block the driving lanes, carpool lanes, or fire lines. Please drive slowly and obey all traffic laws and signs to ensure student, parent, and visitor safety. For the safety of our students and staff, do not use your cell phone, inside the school gates, during drop-off and pick-up. Unless directed by security or administration, please only park within our gates. Regular parking outside of our gates is not permitted.

Ram Buddies

4th and 5th grade students may apply to be a Ram Buddy by completing and turning in the application form to the dean of students. Once a week, 4th graders will be paired with Kindergarten students, and 5th graders will be paired with 1st graders for classroom, lunch, or recess connections. If selected, Ram Buddies commit to fulfilling their duties, which are considered commendable service to the school. Appropriate recognition is given throughout the year and at the end of the school year.

Ram Tram

Students that participate in an after school activity at the upper school are able to fill out a permission slip to ride the Ram Tram. This OCS bus will leave the lower school at dismissal and take students directly to the upper school. Parents must sign up by Friday at 8:00 AM the week before. Parents must pick up their students from the upper school.

Safety Patrol

4th through 6th grade students may apply to be a safety patrol by completing and turning in the application form to the dean of students. If selected, safety patrols commit to fulfilling their duties, which are considered commendable service to the school. Appropriate recognition is given throughout the year and at the end of the school year. Safety patrol morning duty begins at **7:30 AM**. Afternoon patrols serve until **3:25 PM**. Assigned safety patrols are responsible to assist teachers on duty.

Service Projects

In an effort to equip believers for service, the school sponsors specific projects during the year. Some projects are school wide and other projects are on the class level. In all these activities, the purpose is to help others who have some specific material need as well as to demonstrate the love of Christ through serving. The goal is to glorify God.

Student Council

The purpose of the Student Council is to give 1st-6th grade students an opportunity to develop leadership by organizing and carrying out school activities and service projects, led by the Principal. In addition to planning events that contribute to school spirit and community welfare, the student council is the voice of the student body.

II. ACADEMICS

Academic Support: 3rd-6th grade students may be placed on an academic plan or probation, to track academic progress, after documented classroom interventions for one quarter. Students that earn a D

may start an academic plan. Academic probation begins when the student meets one or more of the following criteria: two Ds and/or one F. Plans and probation are based on teacher feedback and quarter grades.

The Principal will meet with students on probation, their parents, and applicable teacher(s) to review the student's progress. In cases of students who fail to meet the goals of the academic probation contract, the Principal will determine if sufficient progress has been made to continue with the contract goals, or if OCS is the best educational setting for the student. No tuition refund will be made.

Accelerated Reader Grades 2-5

OCS uses the Accelerated Reader (AR) program for reading enrichment. Please use this link to learn more about [AR](#).

Bible Families

Bible Families are mixed grade level student groups led by a teacher or staff member that meet monthly.

Class Placement

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

Kindergarten through 2nd grade teachers plan together; academic activities are identical in each classroom of the same grade level. We ask that parents do not request that their students be assigned to specific teachers. 3rd through 6th grade teachers team-teach and students have class with all teachers. Rising 4th through 6th grade students are assigned to math groups, and Rising 6th grade reading groups, according to their grades, test scores, class effort, and teacher recommendation. For rising 7th grade students placement please refer to the middle school class placement policy.

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

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

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

Upper School Grade Replacement: Orangewood Christian School adheres to the same policy regarding grade replacement as set forth by the Florida Department of Education (FLDOE). For High School students, section 1003.4282(5), F.S., specifies that forgiveness policies for required courses shall be limited to replacing a grade of D or F, or the equivalent of a grade of D or F, with a grade of C or higher, or the equivalent of a grade of C or higher, earned subsequently in the same or comparable course. Forgiveness policies for elective courses shall be limited to replacing a grade of D or F, or the equivalent

of a grade of D or F, with a grade of C or higher, or the equivalent of a grade of C or higher, earned subsequently in another course. The only exception to these forgiveness policies shall be made for a Middle School student who takes any High School course for High School credit and earns a grade of C, D, or F or the equivalent of a grade of C, D, or F. In such case, the grade may be replaced.

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

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

Chapel

Chapel is a significant part of OCS. Students participate in whole-campus chapels and grade-level specific chapels. Chapels usually include singing, praying, and a brief teaching.

Competitions

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

Curriculum

The OCS lower school program offers a quality educational curriculum for K4 through 6th grade students. Please use this link to learn more about the [curriculum](#).

Gospel Foundations

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

Media Center

The lower school media center serves K4 through 6th grade classes. Please use this link to learn more about the [Media Center](#).

Parent/Teacher Conferences

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

Performances and Special Events

Classes participate in musical performances several times each year. This is part of the students' class participation requirement. Students who do not attend or participate will receive lower grades on their

report cards. Parents may be required to purchase costumes or performance wear. Some events will be for OCS students and their parents only. Parents will be notified if they will need to find childcare for non-OCS family members prior to the event.

Ram Roots

Ram Roots is our spiritual framework for lower school students. Students learn our five “roots” which are faith, grace, the Bible, Jesus, and glorifying God. Students meet in large groups with the school counselor and in small groups with the dean of students. Follow on [Instagram](#).

Rams on the Rise

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

School Counselor

The counselor serves students in various ways. The counselor provides social and emotional support through individual sessions, small groups, and classroom guidance.

Parties

Please use this link to learn more about [school parties and birthday parties](#).

III. DISCIPLINE

The goal of any disciplinary action is for the student to learn self-discipline and self-control while striving to glorify God and love others. We believe that learning from mistakes is essential to the growth process. The Principal and dean of students, in conjunction with the classroom teacher, reserve the right to assign the appropriate consequences for behavior infractions. As always, we will partner with families to discuss discipline in an effort to promote growth and development for each student. When students are in conflict, they are required to participate in conflict resolution.

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

The principal and the dean of students have the right to assign detentions, suspensions, and dismissals if deemed necessary.

Students with three “Safety” Behavior infractions within the same semester are required to have a parent attend off-campus field trips and events.

If a parent believes that a teacher has not acted in accordance with OCS discipline policies and has already addressed the concern with the teacher, he/she can contact the lower school principal.

K4-5th Discipline

Please use this link to view the [K4-5th discipline chart](#).

6th Grade Progressive Discipline

The 6th grade follows a similar progressive discipline plan as the upper school. This helps transition them from lower school to upper school expectations.

Please use this link to view the [6th grade progressive discipline chart](#).

IV. DRESS CODE

Lower school students are required to have a school logo on shirts, dresses, and jumpers. Collectively we will display OCS to honor and identify the school and local community. K4-5th grades follow the lower school dress code. 6th grade follows the upper school dress code.

Please use this link to view the [K4-5th dress code](#).

Please use this link to view the [6th dress code](#).

SECTION III - UPPER SCHOOL

I. ACADEMICS

Advanced Placement (AP) Courses

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

Community Service

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

Middle School: Middle school students are required to complete 16 service hours per year (8 per semester). Students are responsible for logging their community service hours on the x2vol website (www.x2vol.com).

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

Futures Scholarship. Students are responsible for logging their community service hours on the x2vol website (www.x2vol.com).

Course Credit and Selection

The *OCS Curriculum Guide* provides course descriptions and academic options as a resource to assist students and parents in deciding which program of study to pursue. It can be found in FACTS(RenWeb) as well as on the school website.

Middle School: A middle school student taking a high school course may repeat a course for the purpose of improving their grade or to build a better foundation. Students in Algebra I Honors must earn a minimum of 90% (A-) in order to earn the high school credit. Students taking a world language must earn a minimum of an 80% in order to earn the high school credit and advance to the next course. Students in 8th Grade Physical Science Honors may gain a high school science elective credit with a minimum of 90% (A-) in each semester.

Middle school students who fail English or math (middle school level only) for the year must successfully complete an OCS prescribed course of study over the summer. Depending on the course, there may be a financial cost to the family. Students who fail two or more middle school courses for the year may be asked to withdraw from OCS.

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

Class Placement

Middle School: Class placement decisions are a matter of prayerful consideration for the faculty and administration. For Rising 7th grade students placement occurs according to their grades, test scores, class effort, and teacher recommendation. An appeal process through the Student Care Team in the spring determines final placement.

Students are unable to drop/add any electives due to the nature of exploratory learning and the intentional exposure to different types of courses.

High School:

Drop/Add

Students have the opportunity to request changes to their schedules within the **first five days** of each semester. Students who wish to change their schedules must submit the Drop/Add Request form through their counselor/advisor to the Student Care Team once the school year has begun. The five day add/drop period will begin on the first day of the semester and conclude after five school days (requests will not be accepted during the summer or holiday breaks).

Requests are not guaranteed due to limitations within the master schedule as well as required courses students must take. Students and their parents will receive notification in writing via the request form regarding the status of their request once it has been evaluated by the Student Care Team.

Once the official Drop/Add period has concluded, student schedules are considered final for the remainder of the semester. Schedule changes will not be permitted after this deadline.

Students who withdraw from a course after the Drop/Add period will receive a grade of **Withdrawn (W)** on their transcript and will not earn credit for any replacement course added during that semester.

All course withdrawal requests must be submitted no later than **four weeks prior to the end of the semester**.

AP Policies

- 10th
 - 10th graders who qualify (see AP explanation) for AP courses are eligible to take 1 AP course on campus during their sophomore year. All other AP Course policies apply.
- Non-School Offerings
 - AP courses offered virtually and completed off campus must be approved in writing by the Student Care Team prior to a student enrolling in such programs.

Dual Enrollment (DE) Courses

Requirements to be considered for Dual Enrollment:

- Rising Junior or Senior
- 3.6 cumulative unweighted core GPA
- One of the following minimum standardized test scores:
 - Composite SAT score of 1100
 - Composite ACT score of 22
 - Students/Parents must have signed the Dual Enrollment Student Agreement Form.
- Meet any additional criteria set by Orangewood Christian School

***Admissions requirements vary based on the college where the student will be taking the class, each school reserves the right to impose additional requirements.

Students are responsible for the cost of textbooks and additional fees assessed by the college.

Students will receive 0.5 credit towards graduation unless otherwise specified on the Dual Enrollment Equivalency List by the Florida Department of Education. Calculations for GPA will be calculated into the OCS GPA with a weight factor of 1 (same as AP level classes) therefore, if a student receives a grade of C it will calculate as 3 points, B will calculate as 4 points, and an A will calculate as 5 points.

If the student withdraws from a Dual Enrollment course, that withdrawal (W, WP, WF) will appear on their OCS transcript.

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

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

potentially affect the following parts of the admissions process: Florida Bright Futures scholarship eligibility during college, admission decisions, and honors college opportunities.

Students who are interested in this option should speak with the academic advisor to discuss admission requirements and the enrollment process. Dual enrollment courses will be weighted one additional point in the OCS High School GPA calculation.

Seniors

Graduation/Commencement: Seniors are required to attend all commencement activities. Failure to attend graduation rehearsal can result in restriction from participation in the graduation ceremony.

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

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

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

Valedictorian and Salutatorian honorees are expected to present speeches during the Commencement ceremony. All student speeches will be approved by OCS administration.

Study Hall

Study halls are a time for students to work on schoolwork in a quiet, academic setting. Students who are enrolled in study hall as an elective will be required to work for the entire period.

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

Transcripts

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

Virtual Courses

OCS students may take a course virtually ONLY if it is not offered during the school year or if they are replacing a grade in a course. All virtual courses must be approved by the Student Care Team.

II. ATTENDANCE

Arrival/Dismissal/Morning Care/After Care

The school day begins at 7:40 AM. Students should arrive on campus between 7:15 - 7:35 AM. Students will either be directed to morning care or to their first period class upon arrival. Morning care for Upper School students will take place in the Gym.

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

Students not picked up by 3:05 PM will be walked by a faculty member to an extended care program. Extended care is offered from 3:05 - 5:30 PM, and will be supervised by an OCS staff member. Extended care will be offered daily for students whose parents are unable to pick them up by 3:05 PM. This program is provided Monday - Friday unless school is not in session due to a teacher work day or other events as noted on the all school calendar or otherwise announced.

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

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

Families who know they will require extended care services should notify the School office to obtain a registration form. Students in extended care will be charged the published extended care rate for the current school year. Any student not picked up by 5:30 PM will also be assessed an additional late pick up fee of \$15 for each portion of a 15 minute increment. On certain occasions in which there is a carpool situation, the driver will pay the late fee for his or her child only. Other students in the carpool relying on that driver will not be charged.

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

Sign-In/Sign-Out

Students must sign-in at the main reception office when they arrive after the start of the school day; they are to sign-out in the front office whenever they must leave campus before school dismissal. This includes every time they leave campus, even if they will return later that same day. Leaving campus without permission is not permitted and will result in disciplinary action. Students must bring their written parental permission to the main office in order to sign-in when arriving on campus after the start of the school day. Parents should come into the school office to sign-out a student before the end of the school day. Parents may call the school office to sign-out a student who drives to school. **No text permission will be accepted.** Students may not sign-out to go home to retrieve homework, uniforms, forgotten items, or food. Parents should not sign-out students early to avoid waiting in the carpool line. Students may not use cellphones to contact parents for permission to sign-out unless given permission by the office staff or administration. Students may contact parents or guardians by using the school office phone.

III. SUBSTANCE USE AND SCREENING

Substance Use

For the welfare of students and OCS, and to promote and insist on a drug-free and smoke-free environment, the entire OCS community, including parents and guests, should not be in possession of alcohol, tobacco, or illegal drugs during any student activity or event on the OCS campus or any other school campus.

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

Drug Testing Program

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

Consequences of a Positive Result or Falsifying Results

- OCS will require a conference with the parents/guardians of a student who tested positive as well as any appropriate administration.
- OCS may require that any student who tested positive obtains a substance abuse evaluation through a counselor or community agency **at the expense of the parents/guardians.**
- OCS may discipline any student with a positive drug test result. However, in most cases, students are placed on a substance abuse contract (outlined below).
- OCS will place any student with a positive test result on a contract which will detail expectations for future behavior while the student is enrolled at OCS.

- Students who attempt to falsify test results will have immediate disciplinary action that exceeds positive test results.

Agreement

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

- Students shall submit to any reasonable laboratory testing that, within the school's discretion, is deemed necessary, including but not limited to: breath tests, urine tests, and hair tests.
- Students and their parents/guardians understand the purpose and reason for the tests and give their consent thereto.
- Students and their parents/guardians will hold harmless OCS and its employees, agents, and representatives for any loss sustained as a result of said testing, including the negligence (but not gross negligence) of OCS and its employees, agents, and representatives.

IV. STUDENT CONDUCT

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

The Dean of Students, faculty, and administration at OCS reserve the right to discern and apply the necessary disciplinary actions given the situation.

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

Student Responsibility

As members of a Christian community who are concerned for one another, students are expected to follow the guidelines of our Lord Jesus Christ (Matthew 18:15-17) when aware of violations of the school standards. This means the student should first personally communicate with the person and encourage him or her to stop the violation and to make known the problem to those in authority. The problem should not be communicated to other students who are not immediately involved. If this first step is unsuccessful, others who are aware of the problem should be encouraged to talk to the person. Finally, it is the responsibility of the student, in obedience to the Lord's command, to report a violation to school authorities so that the one who has committed the violation can be helped.

Discipline Procedures

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

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

If a detention or an out of school suspension is assigned to a student for a disciplinary issue, it will be served on the earliest possible date after the infraction. OCS Faculty and Staff will record behavior events in FACTS (RenWeb) for each discipline given. A copy of the behavior event will be emailed to parents.

Upper School Progressive Discipline Plan

OCS administration has developed a leveled discipline system that serves as the basis for our upper school community. We feel this approach holds our upper school students accountable for their behavior. Since the word discipline comes from the root word “disciple”, the discipline received by any student in a Christian school should have a clear redemptive goal in mind. Discipline administered in this fashion is not punishment; it is a means to an end, not an end in itself.

When a student is confronted with unacceptable behavior, it is the faculty’s responsibility to lovingly, but clearly, explain the issue, and then talk with the student so he/she can gain full understanding of the situation. The goal is to discipline students who violate school policies, in such a way, that they grow as Christian leaders. Grace, compassion, and good partnership with parents are key in accomplishing this goal. Orangewood’s view on grace is that we will continue to treat students with respect and care regardless of their behavior and/or any disciplinary actions taken.

Our goal is to be as transparent as possible with our students & families, however, we recognize there will be times when circumstances pop up that are not written in our leveled chart. In these cases we will, to the best of our ability, use past experiences to stay consistent when assigning needed discipline.

Please use this link to view the [Upper School Progressive Discipline Plan](#).

Dismissal

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

- Any significant incident of misconduct
- Bullying or harassment
- Violence or threats of violence
- Student’s failure to cooperate with school policies
- Unacceptable conduct and/or poor attitude
- Possession of prohibited articles or substances or the sale or distribution of such substances
- Accumulation of detentions or suspensions
- Communicating negative responses and attitudes about OCS to others
- Intent to distribute drugs, vapes, alcohol, pornography or weapons

Severe Student Discipline Practices

In times of student discipline that may include, yet not be limited to, cases of violent behavior or actions, threats of violence to self or others, use or possession of drugs or alcohol, or situations of weapons on campus, OCS administration may enact the actions listed below (fully or partially):

- The student will be removed from the classroom and may be removed from campus at the discretion of OCS administration.
- The student’s parent(s) or legal guardian will be notified of the situation.

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

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

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

Lockers

At the beginning of the school year, each student will be assigned a locker. **Students may only use the locker assigned to them.** OCS does not take responsibility for any items left in lockers. Students are responsible for all items in lockers. Since lockers are school property, OCS administration retains the right to inspect lockers. Students will be responsible for any permanent damage done to their locker.

Unkind Behavior, Bullying, and Harassment

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

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

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

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

Prom/Homecoming/Dances

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

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

Out of School Suspension (OSS)

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

Out of School Suspensions will be issued based on the upper school Progressive Discipline Plan.

Student Drivers

Student Parking for the 2026-27 academic year will be limited. Only students with OCS-issued parking passes will be permitted to park on campus during operational hours. Students who possess a valid Florida driver's license may apply for a parking permit to park on school property. Parking permits are required in order to park on school property; permits are available in the high school office. Cars are off-limits during the day. Students who leave the building during school hours without permission from the dean of students to go to their car for any reason will be disciplined. No car passes will be issued during school hours.

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

Dress Code

Upper school students are to wear OCS branded and produced shirts/sweatshirts and uniform bottoms. Please use this link to view the [Upper School Dress Code](#)

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

[2026-2027 K4-6th Grade Acknowledgement Form](#)

[2026-2027 7th-12th Grade Acknowledgement Form](#)