

Student Handbook
Ouachita Christian School
2024-25 School Year



Student Handbook

Ouachita Christian School, 2024-25 School Year

2024-25 Important Highlights

These statements are listed here for special emphasis this school year. Refer to handbook sections for more information. New information in the handbook also is highlighted for emphasis.

Page	Item	
18	Accommodations Program	More complete information provided
21	Building Access, Dismissal Times	New times listed
23	The Table	New lunch prices
23	FACTS Family Mobile App	New features and information
24	Recording Lessons, Posting of Weekly Plans, etc.	Review policy; will occur by 11:59 am on Mondays
26	After School Program	New cost and time
27	Checking out	Review policy
	School Hours	New times listed
28	Field Trips	Field trip dress code policy
29	Keycard Access	Key card with student at all times
31	Drug Testing	Nicotine and tobacco added as substances tested
34	Pre-K Admissions	New qualification guidelines
38	Honors Retention/ Val and Sal Policies	Updated/new policies
55	Water Bottle Policy	New policy
57	School- Wide Discipline	Updated information
58	Threat Protocol	New policy
59	Corporal Punishment	New policy
63	Electronic Devices	New policy
66	Sexual Harassment	Review policy
69	National Honor Society	Updated information
	Community Service - High School	Updated information

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Table of Contents

Table of Contents	3
Ouachita Christian School	9
Our Mission	9
Our Philosophy	9
Our Vision	9
Our Values	10
Our Statement of Faith	10
Our Declaration of Moral Integrity	10
Our Pledge to Constituents	11
Statement on Gender and Marriage	11
Non-Discriminatory Statement	11
Portrait of an OCS Student	11
About This Handbook	13
Moral Code	13
Resolution of Conflicts	13
Inclusions, Exceptions and Additions to Handbook Policies and Procedures	13
Handbook Acknowledgement	13
Admissions	14
Admissions Process for New Students	14
Admissions Requirements	14
Application Requirements	14
Application Items Required	15
Admissions Decision	15
Learning Differences	15
Probationary Period	16
Admissions Exceptions	16
New Student Scheduling	16
Notice of Nondiscriminatory Policy as to Students	16
General Information	17
Academics	17
Chromebook School	17
Counseling Services	17
Accommodations Program	17
CollegePrep@OCS	19
Comprehensive Testing Program, K-12	19

Counseling	19
Naviance College, Career and Life Readiness Program and Software	19
[MS, HS] English Department Curriculum	19
Library Book Selection	20
Textbooks	20
Campus	20
Building Access	20
Deliveries	21
Dismissal Times	21
Key Card Access for Students	21
Lost/Damaged Key Card Fees	21
Leaving Campus	21
Lost and Found	21
Parking Lot – Parent Pick-Up and Drop-Off	21
Parking Lot – Student Drivers and Policy	22
Private Functions	22
School Property	22
School Telephone	22
“The Table” Food Services	22
Visitors	23
Communication	23
Communication - Primary Methods	23
Email	23
FACTS Family Portal	23
FACTS Family Mobile App	23
Google Classroom	24
Newsletter Weekly Email	24
Secondary Instructional Communication Sources	24
Social Media	24
Concerns - Appropriate Procedure for Addressing	24
Parent Involvement Opportunities	24
Alumni Association	24
Booster Clubs	25
OCS P.E.P. Squad (Praying Eagle Parents)	25
OCS Parents’ Club	25
Safety, Security, and Emergencies	25
Emergency Procedures	25
Security	25
School Day	26
After School Program	26
Athletic Play-Off Release Time	26
Bad Weather Days	27
[MS, HS] Break Time	27
Bus Rules	27
Checking Out Students	27
[12] Early Release – Seniors Only	27
School Hours	27
School-Sponsored Trips	28
Social Media References to OCS	28

Social Media and Appropriate Address of Concerns	28
Student Financial Accounts	28
Annual Payment	28
Monthly Payment	28
Late Charges on Monthly Payments	28
Past Due Accounts	28
Student Access to Buildings (4th-12th grade)	29
Student Fundraising	29
Student Records	29
Access to Records	29
Student Records	29
Custody and Student Records	29
Release of Records to Former Students and Graduates	30
Student College Records - Alumni Tracker Report via Naviance	30
Transfer of Records	30
Transmission of Student High School Transcript Data to STS	30
Student Residence	30
Students and Families	30
Child Custody	30
Class or Student Parties, Celebrations, or Outdoor Signs	31
Dances	31
Disciplinary Policy	31
Drug Testing	31
Technology and Internet Responsible Use	31
Yearbook	32
Academics	33
Academics – Elementary (Pre-K3 through 6th Grade)	33
[1-8] Accelerated Reader	33
Additional Information	33
Grade Computation, Passing/Failing, Promotion	33
Grade Reporting	33
Homework	33
Passing/Failing and Intentional Failure	33
Pre-Kindergarten Program	34
Academics – Middle School (7th and 8th grades)	35
Accelerated Reader Program	35
Classes and Scheduling	35
Honors/Advanced Placement Program	35
Schedule Changes	36
Grades and Grading	36
Scheduling and Schedule Changes	37
Academics – High School (Grades 9-12)	38
Academic College Preparatory Curriculum	38
Classes and Scheduling	38
Honors and AP Courses	38
Additional Program Requirements	37
Retention in Honors Courses	38
Honors Contracts	38
Ethics Statement	38
Transfer Students	38

Advanced Placement Course Exam Fees	38
Advanced Placement Course Exam Requirement	38
Admissions Requirements for Honors/ AP Courses	39
Schedule Changes	39
Course Progression/Graduation Plan	40
Dual Enrollment Program	41
Dual Enrollment Course Offerings at OCS - 2024-25	41
Grades and Grading	42
Grading Scale	42
Grade Computation	42
Grade-Point Averages	42
OCS GPA Matrix	43
Grades and Grading	44
Passing/Failing and Credit Requirements	44
Passing/Failing and Intentional Failure	44
Scheduling and Schedule Changes	44
Course Selection	44
Scheduling and Student Schedules	45
Schedule Change Requests	45
Graduation and Senior Year Policies	45
Class Rank	45
Graduation Requirements	45
Honor Graduates	46
Senior Credits/Class Load	46
Valedictorian and Salutatorian	46
Attendance - Absence - Tardiness	47
Attendance	47
State of Louisiana Attendance Law	47
Absence Categories	47
General School Policies	47
Other Absence Information	48
Steps to Follow When Absent	48
Attendance and Making up Classwork	49
Attendance and Making up Tests	49
[MS, HS] Attendance and Co-Curricular Activities	49
Checking Out of School	49
[PK-8] Check-out Procedures	50
[9-12] Check-out Procedures	50
Tardiness	50
[Pre-K to 5th]	50
[MS, HS]	50
[HS, HS] Excessive Tardiness Penalties	51
Dress and Grooming	51
OCS 2024-25 Dress Code	51
PreK-3rd Grade Dress Code (Boys and Girls)	51
4th-6th Grade Dress Code	52
7th-12th Grade Dress Code	54
Water Bottle Policy	55
Spirit Day Dress Guidelines	55
Assembly and Off-Campus Dress	55

Assemblies and Awards Programs.	55
[HS] Formal Dress	56
Enforcement of the Dress Code	56
Dress Code Violations	56
Discipline	57
Right to Amend	57
Expectations for Student Behavior	57
Expectations of an OCS Eagle	57
Developing Christian Character	57
School- Wide Discipline Plan	57
Water Bottles	57
Food in Classrooms	57
Threat Protocol	58
Behavioral Offenses (Minor and Major)	58
Corporal Discipline	59
More Serious Offenses Requiring Possible Suspension or Expulsion	59
Correction of Student Behavioral Issues	60
Progressive Discipline Procedure	60
Habitual Behavioral Issues	61
Disciplinary Intervention for Specific Situations	61
Cheating and Plagiarism	61
Disciplinary Interventions for Cheating	61
Dishonesty: Honesty Policy	61
Disciplinary Violations Occurring On or Off Campus	62
Tobacco Usage/ Nicotine on Campus	63
Electronic Devices	63
Disciplinary Consequences	64
Extracurricular Activity Discipline	64
Harassment	64
Bullying and Cyberbullying	64
Hazing	66
Sexual Harassment	66
Technology	67
Student Activities, Awards, and Recognition	68
Athletics	68
Athletic Participation	68
Concussion Policy	68
Clubs and Organizations	69
National Honor Society Guidelines	69
Community Service	69
Elementary / Middle School	69
High School	69
Eligibility Standards for Co-Curricular Participation	70
High School	70
Middle School	70
Cheerleader and EagleLine Selection	70
Homecoming Court and Queen Selection	71
Junior-Senior Events and Graduation	72
Baccalaureate and Graduation Ceremonies	72

Graduation Night Party	72
Junior/Senior Banquet	72
Mr. and Miss OCS Selection	72
Student Activity Sponsorship	72
Student Recognition	72
Dress Code for Assemblies and Awards Programs.	73
Elementary Awards (1st-5th Grades)	73
Middle School Awards (Grades 6-8)	73
High School Awards (Grades 9-12)	73
Senior Awards	73
Sunday Morning/Evening and Wednesday Night Activities	74

Ouachita Christian School

Our Mission

The mission of Ouachita Christian School is to Prepare Youth for Time and Eternity.

Our Philosophy

The founders of Ouachita Christian School, Incorporated, envisioned a school that would provide a quality academic education and a thorough knowledge of Biblical heritage. The goal of the school's administration, faculty, and staff is to guide each student into an awareness of the worth and individuality of themselves and others. We believe that every student deserves the opportunity to develop to his or her fullest potential in all areas of learning at a rate suited to individual abilities. We accept students of different racial, ethnic, and economic backgrounds. This emphasis is reflected in the curriculum and admissions policies.

OCS is a college preparatory school with a challenging curriculum. We emphasize basic disciplines and the liberal arts on the premise that critical thinking and expression are essential to the vitality of our culture. Our goal is to make learning a stimulating experience emphasizing basic discipline and intellectual curiosity necessary to fulfill each student's potential. To meet this goal we provide faculty members who are not only well-prepared in their disciplines but who also appreciate the individual differences of their students.

At OCS, we want our students to grow in understanding of their spiritual nature and their moral responsibilities. We want them to accept accountability for their actions and attitudes, both on campus and in the community. We want our students, as loyal citizens of our country, to grow in appreciation of both their rights and their obligations and to acquire the ability and desire to participate constructively in the activities of society. These goals are rooted in our belief that each person is made in the image of God and therefore worthy of dignity and respect.

Our Vision

- To impart knowledge of the Christian heritage not only through courses in Bible class and participation in chapel but across the entire school curriculum
- To provide a coordinated curriculum that imparts the skills and knowledge necessary for graduating students to continue their education at competitive colleges and universities
- To challenge students to assume responsibility for human betterment through awareness of and involvement in local, state, national, and international issues
- To help students develop self-confidence and self-esteem by providing a variety of extracurricular activities in which they can develop their special interests and talents
- To enhance the quality of life through the development of physical fitness, wise use of leisure time, and a sense of the aesthetic.

Our Values

T- Transformation of mind, heart, and spirit

E- Expectation of excellence

A- Arts reflecting God-given talents

C- Champion effort

H- Hearts for others

These core values are reflected in our Statement of Faith, our Declaration of Moral Integrity, and our Portrait of an OCS Student.

Our Statement of Faith

We believe that the Bible is the Word of God. It is the basis of knowing God's will on earth; it is divinely inspired. We believe in the one true God, the creator of the universe, the God of the Old and New Testament. We believe the Godhead exists in three Persons: Father, Son, and the Holy Spirit. We believe that Jesus Christ is the son of God born of a virgin and lived without sin. He became flesh, was crucified and raised bodily from the grave on the third day. His death was the ultimate atonement for sin. He will return to Earth in final judgment of the just and unjust. He left his Holy Spirit to admonish, teach, bring to repentance, indwell and set apart believers in a holy, daily lifestyle. We believe that salvation comes by grace through faith in the gospel and salvation involves repentance, turning from our own ways to God's ways. We believe that you enter the kingdom of God by being reborn through spirit and water through faith in Jesus. We are called to live in community with other believers through the local church. The Christian school is not a church but a tool for Christian parents who seek its help in leading their children to be fully-equipped children of God as they go away from the school and out into the world.

Our Declaration of Moral Integrity

Ouachita Christian School is a religious, nonprofit organization representing Jesus Christ throughout the local community. OCS requires its employees to be born-again Christians, living their lives as Christian role models (Romans 10:9-10, 1 Timothy 4:12, Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the Biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

All employees must agree to manifest by daily example the highest Christian virtue, serving as a Christian role model (1 Timothy 4:12) both in and out of school to students (Luke 6:40), parents, and fellow employees. Instruction is not only through rational explanation of formal subject material, but even more powerfully through word, deed, example, and shared experience. Employees must read the school's Philosophy, Goals, Statement of Faith, and Pledge to Constituents, and agree to follow them 24/7 during the entire time of employment with OCS.

The OCS Statement of Faith expects employees to maintain a lifestyle based on Biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity and any behavior that is in violation of the unique roles of male and female. Employees must agree that these unique roles of the male and female are clearly defined in Scripture, and that Romans 1:21-32 condemns the homosexual lifestyle, and other types of sexual activity outside of marriage. These are, therefore, religious issues that would conflict with the employee's spiritual calling to represent Ouachita Christian School. OCS believes that Biblical marriage is limited to a covenant relationship between a man and a woman. Other scriptures including, but not limited to Romans 12:1-2; 1 Corinthians 6:9-20; Ephesians 4:1-11, 5:3-5; 1 Thessalonians 4:3-8; 1 Timothy 4:12; 2 Timothy 2:19-22; 1 Peter 1:15-16, 2:15-17; 1 John 3:1-3 set a standard of excellence in moral character for employees of Ouachita Christian School.

Cause for termination and dismissal may include, but is not limited to, any of the following: homosexuality, heterosexual activity outside of marriage, intemperance, abuse of a student, absence without notification and/or without approval for

three school days (abandonment of position), neglect of duty, scriptural error, and any conduct tending to bring discredit upon the school or upon the employee that causes a diminishing of his/her effectiveness as a Christian role model for the students, parents, and fellow employees of Ouachita Christian School.

Our Pledge to Constituents

- A Christian environment
- High academic standards
- Dedicated teachers and staff members who love God and children
- A professional attitude
- Discipline
- Exemplary communication
- Well-rounded curriculum
- Frequent opportunities for community service.

Statement on Gender and Marriage

Gender is defined as the biological sex assigned at birth. Marriage is defined as marriage between a man and a woman based on the Biblical model.

Non-Discriminatory Statement

Ouachita Christian admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the organization. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions, policies, scholarship programs, and other organization-administered programs.

Portrait of an OCS Student: A Youth Educated for Time and Eternity

By the time a student graduates from OCS, he might have spent as many as fifteen years in our halls. We recognize, though, that graduation is only a marker of growth, not the end of it. God's work in him is complete only at the end of his life.

This Portrait of an OCS Student expresses how we desire the school's mission, philosophy, vision, and values to be reflected in our OCS students and in the men and women to be called OCS Alumni. Woven through this entire description, as the Spirit flows through each of us, is our identity in Christ.

OCS students engage in a college-preparatory curriculum in all four years of high school, built upon a strong elementary and middle school curriculum, that prepares them for success in high school. We recognize that each student is called to a unique career path but that students are not yet prepared to know where that path might lead them. Because of this, we want them to be fully prepared not only for a four-year university, but also for community/junior college, technical school—and for any future career changes they might encounter.

An OCS graduate has taken the requisite college preparatory curriculum coursework necessary for admission to any Louisiana four-year university and most out-of-state schools and is expected to attain both the minimum GPA and minimum ACT score to qualify for a TOPS scholarship and admission to a four-year university in Louisiana.

"For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future." Jeremiah 29:11

A STUDENT CALLED TO A PURPOSE

- Recognizes that God blesses each person with unique skills and qualities
- Seeks through prayer, discernment, and examination to identify the vocation for which God is preparing them
- Identifies and builds competencies that enable a pursuit of the college and career goals that align with God's calling.

"Come, follow me," Jesus said, "and I will make you fishers of men." At once they left their nets and followed him." Matthew 14:19-20

A PASSIONATE AND ARTICULATE FOLLOWER OF CHRIST

- Demonstrates transformation of heart, mind, and spirit
- Shows faith, tenacity, perseverance, and resilience in the face of adversity
- Articulates and stands firm in faith, grounded in a Biblical worldview
- Listens and connects with others with empathy, thoughtfulness, and confidence
- Demonstrates confidence and security in identifying as a child of God
- Seeks, discerns, and obeys the promptings of the Holy Spirit
- Embraces saving grace and demonstrates the ability to learn from mistakes and give grace to others
- Lives and acts in faith with boldness, joy, and authenticity
- Recognizes that mind, body, and spirit are gifts from the Lord and engages in a healthy lifestyle to show care for them.

"The child grew and became strong; he was filled with wisdom, and the grace of God was on him." Luke 2:40

A DEVOTED LEARNER AND CRITICAL THINKER

- Embraces and commits to lifelong learning
- Possesses the ability to think critically and analytically through the lens of a Biblical perspective
- Solves problems with confidence, humility, and courage
- Sets goals, meets expectations, and works diligently to prepare for college, career, and beyond
- Demonstrates excellence and a championship effort in all pursuits
- Effectively and ethically uses technology to communicate and find, analyze, and evaluate information
- Participates in the arts as a way of reflecting God-given talents.

"A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another." John 13:34-35

A COMMUNITY-MINDED LEADER

- Loves and serves the Lord, family, community, and world with passion, care, and empathy
- Is involved themselves in the lives of others
- Understands, respects, and embraces all cultures and races as created in God's own image and values differing perspectives
- Gives generously of time and talent within personal relationships, church, and community
- Possesses an appreciation for our natural environment and practices responsible stewardship of God's creation
- Becomes the hands and feet of Jesus in the community, caring for those less fortunate
- Embraces the foundations of our country and values its rights, privileges, and responsibilities.

***OCS administration reserves the right to amend the contents of this handbook as deemed necessary.**

About This Handbook

Moral Code

Established in 1974 upon **Biblical standards**, Ouachita Christian School continues to embrace these principles as guidelines for its students. Realizing that mistakes are an essential part of growth, the school tries to deal with individual disciplinary situations in a Christ-like manner. However, repeated violations of Godly and moral principles cannot be tolerated in the OCS environment. Consequently, any student who consistently makes poor choices in light of his/her Christian witness will be held accountable by the school for these actions and will be disciplined according to school policy.

Resolution of Conflicts

Because the education process is an emotional journey, conflicts sometimes arise. This framework for conflict resolution outlines the process for the timely and orderly resolution of student and/or parent concerns, questions or appeals.

The school's intent is that all disagreements be resolved at the **source** (teacher, coach, sponsor, etc.). If this is not possible, then resolution should take place at the **next highest** possible level (the supervisor of the source of the conflict).

Throughout the conflict resolution process, the school expects that all parties demonstrate mutual respect, ensuring that the dignity of all parties involved is preserved. The focus of discussions should be on a resolution that is mutually acceptable rather than an adversarial, "win-lose" conclusion. The school pledges that no reprisals or retaliation of any kind will be taken against a student or parent for utilizing this procedure.

Conflict Resolution Process

1. First, try to resolve the problem at the source: with the person most directly involved with the situation. In most cases, that person will be the teacher.
2. If the situation cannot be resolved to the satisfaction of both parties, bring the conflict to the next highest level, most often the Principal or Headmaster.
3. If still no resolution exists, the conflict should be presented to the school President.
4. Finally, if all previous steps have proven unsuccessful, the parties should request in writing that the conflict be reviewed by the Board Appeals Review Committee. The Committee hears the request within 14 days.
5. The decision of the Appeals Review Committee is final.

Inclusions, Exceptions and Additions to Handbook Policies and Procedures

This Student Handbook is an effort to detail the policies and procedures that govern the operation of Ouachita Christian School on a day-to-day basis. While it is impossible to write policies that will govern all situations, this document is a good-faith attempt to include policies that apply to most school-related happenings. **The OCS administration does, however, reserve the right to make exceptions to the policies in this document as an individual situation might warrant.** In the very difficult task of managing individual behavior within a group context, the school reserves the right to consider the needs of the individual **and** the greater good of the entire school.

The Student Handbook includes the *Counselor's Handbook for Parents*, when published (under separate cover), and the *OCS Athletics Handbooks* (under separate cover).

The administration is the final recourse and reserves the right to amend this handbook. In this event, the administration will notify all parents and students of the change via email.

Handbook Acknowledgement

Upon completing the enrollment process in FACTS, the parent/responsible party/ies acknowledge to comply with all handbook policies, procedures and regulations by affirming the following statement:

...I agree that the above-named students will abide by all policies as stated in the applicable Student HANDBOOK, including the policies regarding student use of technology and the internet.

Admissions

Admissions Process for New Students

Applicants for admission to Ouachita Christian School must furnish evidence that they are physically and emotionally fit, of good moral character, and academically capable.

Admissions Requirements

The applicant must provide all required application forms and documentation listed here for admissions evaluation, and:

- Be eligible for re-enrollment in school last attended, and
- Have not been suspended or expelled from school last attended, and
- Have no academic grade average lower than "C," and
- Be free of severe learning or behavioral problems, and
- Be administered a placement test (grades 3 and up; \$10 testing fee included in FACTS application fee), results of which are a factor in determining admissions and/or placement, and
- Not be transferring directly from any type of rehabilitation program (drug, alcohol, behavior, mental, etc.), and
- **[PK3-PK4]** Be three years old on or before September 30 of the current school year, AND
- **[PK3-PK4]** Be COMPLETELY potty-trained before the first day of school.

Priority for enrollment is given to:

- Children of current families
- Children or grandchildren of past OCS families
- Children of staff member

Application Requirements

To apply for admission to OCS, visit the www.ocs.org website. Navigate from the Admissions Tab to the Inquiry and Application forms.

Required for Admissions Consideration														
	PK	K	1	2	3	4	5	6	7	8	9	10	11	12
VITAL RECORDS														
Birth Certificate copy	y	y	y	y	y	y	y	y	y	y	y	y	y	y
Social Security card copy	y	y	y	y	y	y	y	y	y	y	y	y	y	y
Immunization records, up-to-date, copy	y	y	y	y	y	y	y	y	y	y	y	y	y	y
PLACEMENT TESTING														
Placement Test & \$10 fee included in FACTS application fee.		y	y	y	y	y	y	y	y	y	y	y	y	y
APPLICATION DOCUMENTS FROM PARENT														
Enrollment App \$30 fee	y	y	y	y	y	y	y	y	y	y	y	y	y	y
Recent standardized test scores			y	y	y	y	y	y	y	y	y	y	y	y
ACT Test scores											y	y	y	y

Recent school report card		y	y	y	y	y	y	y	y	y	y	y	y	y
Discipline r Records from Previous School		y	y	y	y	y	y	y	y	y	y	y	y	y

Application Items Required

Complete the required application items in the online application and pay the application fee. Include copies of each of the required documents attached.

Entrance Test [K-12]

Prospective students in grades K-12 are required to take an entrance test in English and mathematics.

Entrance testing is an important tool used in the admissions process. As the typical Ouachita Christian student is above average in intelligence and performance, this vehicle is used to determine each applicant's potential for success. Our staff administers all tests, which are designed to measure academic ability and current skills levels. These results are used as a part of each applicant's profile in determining admissibility.

Application Forms Completed by Parent

- Application for Enrollment (all applicants)

Copies of Documents Required

- Birth Certificate (all applicants)
- Social Security card (all applicants)
- Up-to-date immunization records (all applicants)
- Most recent standardized test scores (grades 1-12)
- Most previous school report card (grades K-12)
- [HS] ACT scores
- Discipline records
- Letter of recommendation from previous school

Visit with Principal

The school also requires and schedules a visit of the parents and student with the principal.

Student Handbook Agreement

The student and parent must read and agree to comply with all policies and procedures in the Student Handbook.

Admissions Decision

After all documents have been received, the placement test taken, and the principal visit completed, the Admissions Committee reviews all documents and information and makes an admissions decision. The student is notified of the admissions decision via email with an invitation to create an Enrollment Packet. While completing the Enrollment Packet, the parent will choose a payment plan and provide financial information through the FACTS Family Portal. Upon submitting the Enrollment Packet electronically, the Family Enrollment Fee will be automatically deducted from the financial account listed in the packet.

Learning Differences

Because Ouachita Christian School is a college preparatory school with extremely high academic standards, it is very difficult for students who have learning challenges to function well academically at OCS. The name "Christian" does not imply or necessitate that we *become all things to all people* any more than a doctor who specializes in one type of surgery is expected to perform surgery for which he/she has not been trained.

Therefore, it is our goal as a Christian school to assist every student who qualifies for admission. See *Accommodations Program* for complete information.

For students with severe learning challenges, the school administrative and/or counseling staff can assist parents with placement suggestions.

Probationary Period

All new students will be accepted on **behavioral and academic probation** for a period of one calendar year.

Admissions Exceptions

Any exception to the above stated policies may be made by the appropriate admissions committee after a prayerful and thorough review of any mitigating circumstances.

New Student Scheduling

Once the application and enrollment processes are completed, including the payment of fees and tuition and entrance testing, and transcripts from the previous school are received, the student is scheduled into classes.

Notice of Nondiscriminatory Policy as to Students

Ouachita Christian admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the organization. It does not discriminate on the basis of color, national, and ethnic origin in administration of its educational policies, admissions, policies, scholarship programs, and other organization- administered programs.

Admission requirements and procedures may also be viewed at <https://www.ocs.org/apps/pages/admissions>.

General Information

Academics

Chromebook School

Ouachita Christian School is a Google-certified One-to-One Chromebook School. The use of Chromebooks allows the school the freedom to use them for instruction and online textbooks while filtering and controlling activities.

Parents of 4th-12th graders lease Chromebooks for their students' use while at school. The academic curriculum includes lessons in digital citizenship for elementary students and a required Cyber literacy class.

School- assigned Chromebooks are the only computing devices allowed on campus.

The Chromebook Acceptable Use Policy and Agreement document, which must be signed by both parent and student, can be found on the OCS website.

Counseling Services

The mission of the OCS Counseling Department is grounded in Jeremiah 29:11: "For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you a hope and a future."

OCS employs two full-time counselors who provide assistance with students struggling in academics and integration of new students into the school community as well as these services:

Accommodations Program

The school's mission to Prepare Youth for Time and Eternity extends to the ministry of providing reasonable accommodations to students with identified learning differences. Subject to the budgetary, physical plant and staffing limitations of a non-public school, the administration seeks to implement to the greatest extent possible those accommodations which can be provided to students in need. Students can be identified either in the admissions process or at any time during the student's enrollment at OCS.

The school's policy rests, however, not only on a moral obligation but a legal one. The Office for Civil Rights (OCR) in the US Department of Education enforces Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (Title II), which prohibit discrimination on the basis of disability. As a non-public school, OCS is obligated to provide reasonable accommodations to the extent that staffing, physical plant, and budget are able to meet needs.

Further, Section 504 and Title II apply also to postsecondary schools. Because 99% of OCS graduates matriculate to a postsecondary institution, the school endeavors to provide those accommodations that the student also may be able to receive at the next academic level.

Postsecondary Accommodations

(Source Document: <https://www2.ed.gov/about/offices/list/ocr/transition.html>)

Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities.

According to the Americans with Disabilities Act, the postsecondary school is required to provide appropriate academic adjustments as necessary to ensure that it does not discriminate on the basis of disability.

Other important information regarding disabilities in postsecondary schools:

A postsecondary school may not deny admission simply on the basis of a disability

A student is not required to inform the postsecondary school of a disability. However, if the student wants to receive academic adjustments, the student must inform the institution.

The appropriate academic adjustment must be determined based on the student's disability and individual needs.

Academic adjustments may include auxiliary aids and services, as well as modifications to academic requirements as necessary to ensure equal educational opportunity. Examples of adjustments include arranging for priority registration; reducing a course load; substituting one course for another; providing note takers, recording devices, sign language interpreters, extended time for testing and equipping school computers with screen-reading, voice recognition, or other adaptive software or hardware.

In providing an academic adjustment, the postsecondary school is not required to lower or substantially modify essential requirements. For example, although the school may be required to provide extended testing time, it is not required to change the substantive content of the

test. In addition, the postsecondary school does not have to make adjustments that would fundamentally alter the nature of a service, program, or activity, or that would result in an undue financial or administrative burden. Finally, the postsecondary school does not have to provide personal attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature, such as tutoring and typing.

Generally, a postsecondary school will require documentation showing the current disability and identifying the need for an academic adjustment. Most often, this is the report prepared by an appropriate professional, such as a medical doctor, psychologist, or other qualified diagnostician, which may include a diagnosis of current disability, as well as supporting information, such as the date of the diagnosis, how that diagnosis was reached, and the credentials of the diagnosing professional; information on how the disability affects a major life activity; and information on how the disability affects academic performance.

While the OCS accommodation plan can be provided, it is generally not sufficient documentation, however, because of the differences between postsecondary education and high school the school has enough time to review your request and provide an appropriate academic adjustment.

Nearly every postsecondary school must have a person—frequently called the Section 504 Coordinator, ADA Coordinator, or Disability Services Coordinator—who coordinates the school's compliance with Section 504, Title II, or both laws.

New Admissions

In the admissions process, the administrator evaluates student needs as presented in documentation provided by the parent (e.g., IEP from the public school system, a multidisciplinary evaluation from qualified professionals, academic testing, and in some cases, a letter from a physician) and determines the feasibility of implementation. The evaluation/ documentation provided must have occurred within the last three years. The administrator informs the parent if he/she believes the school is not able to provide the identified accommodations and counsels the parent on other more appropriate educational environments.

Currently Enrolled Students

The formal identification process for enrolled students begins when a parent provides documentation that the student has undergone some sort of diagnostic testing. This includes an IEP from the public school system, a multidisciplinary evaluation from qualified professionals, academic testing, and in some cases, a letter from a physician. The evaluation/ documentation provided must have taken place within the last three years. All evaluations on file must be updated every three years.

The Accommodations Coordinator reviews the information and provides the teacher(s) a Student Accommodations Plan to let them know what learning differences have been identified and what accommodations can be utilized in the classroom. The teacher is obligated to accommodate the student in the learning and testing process based on this plan.

Not every accommodation listed is utilized in every classroom and testing instance. Accommodations are limited based on budget, physical plant, and staffing restrictions. Some are provided only on an “as-needed” basis.

The Accommodations Program is based on an honor system. Within it, the parent, teacher, and student each have a responsibility. Working at home, completing work in the classroom, and adapting the work for learning differences are integral for success. All three entities must do their part; if any one of them does not, this system will not work.

The school retains a permanent record for each student with an identified learning accommodation plan. Teachers may review the file in the accommodations office to learn more about the diagnosis and recommendations.

Annual Process

In the first few weeks of school, the Accommodations Coordinator reviews each student file and sends a copy of the Student Accommodations Plan to each of his/her teachers. The plan contains the student's diagnosis, functional limitations, medications prescribed, and suggested accommodations.

The teacher's responsibilities include familiarizing themselves with each student's plan and implementing the required accommodations. The teacher should keep each student's plan on hand, both readily accessible and hidden from the view of students, other teachers, etc.

The parent also receives a copy of the plan annually to confirm the information has been provided to their child's teacher.

Address of Concerns

If a parent has concerns regarding whether his/her child is receiving accommodations according to the plan, the parent should first reach out to the teacher. If the concerns cannot be resolved, the parent should then contact the Accommodations Coordinator. The teacher will contact the parent if they have concerns about the accommodations.

Confidentiality

A student's diagnostic evaluation and Student Accommodations Plan are all a part of his academic record and therefore covered under the Federal Educational Rights and Privacy Act. Therefore, a teacher is prohibited from revealing or discussing a students' diagnosis or accommodations with other teachers, students, or anyone not in direct relationship with the student. The teacher should avoid public comments in the classroom or other places about a student's diagnosis or plan.

CollegePrep@OCS

The counselors believe that each student is created in the image of God and that the counselor's role is guiding them to discover their talents and skills to serve the Kingdom of God. The counselors recognize that each student is capable of learning and endeavor to provide the environment for them to achieve their best.

Ninety-nine percent of OCS graduates attend college—most at a 4-year university; but others at 2-year or technical colleges, apprenticeships or the military. Because of this, counselors approach the concept of “COLLEGE” as a bigger word than students comprehend.

Flowing from this mission, CollegePrep@OCS reaches students in grades 7-12 with a variety of instructional methods to help students discover their talents and skills and determine their best pathway after high school graduation.

Through a series of in-class seminars, small groups, and one-on-one interviews integrated with Google Classroom and educational experiences such as college fairs and campus tours, students incorporate their own academic information and results from career exploration experiences eventually to select and apply to colleges, investigate financial aid, and prepare for their first college term.

Comprehensive Testing Program, K-12

Because 99% of OCS graduates further their education in college, and the vast majority of those enroll in four-year universities, success on college entrance examinations is crucial. Additionally, students should be guided in their future career paths by discerning God's plan for their lives and knowing about those paths. Therefore, OCS offers standardized testing in fall and spring to its students which prepare them for their future both academically and vocationally.

Grade	Test
Pre-K	Kindergarten Placement Testing Battery
K-6	Iowa Test
7-8	PreACT 8/9
9-12	ACT
9-10	PreACT (Honors 10th - PSAT)
11	PSAT/NMSQT
11	Armed Services Vocational Aptitude Battery (ASVAB)

Counseling

The restrictions of a college-preparatory program prevent students from engaging in long-term, intensive personal counseling. However, the staff LPC may provide in some instances short-term student counseling sessions and/or referral to community resources.

Naviance College, Career and Life Readiness Program and Software

This comprehensive software is used with students in grades 6-12. It provides both student and parent access and allows counselors to interact with students on a variety of topics, including task lists, admissions checklists, and career inventories.

[MS, HS] English Department Curriculum

The OCS English Department realizes that a legitimate study of literature, whether organized by genre or chronology, may include selections that describe behavior or ideas that do not represent a Biblical Worldview. The purpose of the curriculum is not to endorse offending views, weaken religious faith, or undermine moral values. Instead, the OCS English curriculum,

presented by Christian teachers, requires students to evaluate the literature and its ideas and themes in the context of a Christian perspective.

Library Book Selection

The Library staff selects books for placement into the OCS library collection using the following guidelines. Concerns about library materials should be addressed to the library staff.

Selection is based on the philosophy that childhood should be maintained as long as possible. The Library program's intent is not to usurp parental authority in student reading selections but to filter inappropriate materials and guide students in their choices. Further, dictating a uniform value system which satisfies the beliefs and opinions of all parents and students is virtually impossible. Therefore, after applying the following criteria, some books available through the library may still seem objectionable to some parents; parental choice and responsibility are critical.

All titles introduced to the library are screened. However, reading each and every book before doing so is not possible. If a student or parent encounters offensive matter, the information should be brought to the attention of the library staff, who will review the book.

- If the book contains only a few inappropriate words, the staff obliterates the words.
- If the subject matter is questionable, the title is removed from the shelf.
- Younger children with higher reading levels are introduced to classic literature before popular culture is offered.
- Books selected for elementary students do not address sexual issues.
- Alternative lifestyles projected in books are not viewed as appropriate and therefore are not addressed in library books selected for any grade level.
- Books dealing with adolescence issues are classified as Young Adult and may be checked out only by fifth graders and older. These books deal with sensitive growing-up issues and may contain mild language. Obscene language will not be tolerated under any circumstances. Any book deemed offensive may be returned by the student.
- The Library circulation does not contain books glorifying the occult, including the *Goosebumps* and *Fear Street* series. Though occasionally children's literature contains references to witches and the supernatural, the parent bears the responsibility to censor for this.
- Where the school requires curricular or recreational reading that might be objectionable to parents, an alternative is allowed.

Textbooks

Textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Each student is held monetarily responsible for a textbook that is lost or damaged. A student who loses or excessively damages a textbook will be assessed a minimum of \$75.00. This fee must be cleared before records are released.

Campus

Building Access

- Buildings open at 7:15 a.m.
- After 7:45 a.m., entrance to OCS buildings is restricted. Except for the field house, visitors must access only through the front entrance, between the gym and high school buildings on the east side.
- All visitors to campus must sign in and out through the office and wear a visitor's pass. Visitor passes may be obtained in the receptionist's office if eating lunch with a student.
- No outside food may be brought or dropped off by parents/students for students to eat in The Table, including for student birthdays.
- Parents may bring lunch for their child only if the parent is remaining to eat with the student and the lunch is eaten between the gym and school building.

Deliveries

Items, including DoorDash deliveries, flowers and gifts, may not be delivered to school for students. The office cannot be held responsible for the upkeep or delivery of these items.

Dismissal Times

- 2:30 p.m. - PreK & Kindergarten (front of school)
- 2:49 p.m. - 1st-4th Grades (front of school)
- 2:52 p.m. - High School (back of school)
- 2:55 p.m. - 5th (front of school)
- 2:55 p.m.- 6th through 8th Grades (back of school)

Key Card Access for Students

Each student in grades 4-12 is assigned a key card for electronic access to doors, lunch charges, etc. The student is responsible for the condition of the assigned card. Students in grades 4-12 are required to have their key card with them at all times.

Lost/Damaged Key Card Fees

If the card is not returned at the end of the year or upon withdrawal from school, or the card is damaged, the student is responsible for a replacement fee, which will be applied to the student's account:

- Lost/ damaged card during the year - \$10 per loss
- Not returned at the end of the year - \$20

Leaving Campus

Students must sign in and out in the main office if they arrive after 7:45 a.m. or leave before their dismissal time (above). Students who find it necessary to leave school early must have permission from a parent/legal guardian. **UNDER NO CIRCUMSTANCES SHOULD A STUDENT LEAVE CAMPUS WITHOUT PERMISSION.** A student who leaves campus without permission is subject to suspension or dismissal. This policy includes running errands for teachers or coaches.

A student failing to sign in upon arriving late to school is counted absent until that individual has reported to the office and followed the proper procedures.

Lost and Found

Items may be reclaimed in the Lost and Found. At the end of each semester, items are donated to a worthy cause. The donation times are announced giving ample time for students to retrieve lost items.

Parking Lot — Parent Pick-Up and Drop-Off

The school's parking lot can be crowded at the beginning and ending of school each day, and parents are directed to observe the following policies:

- **Be courteous, please!** School personnel direct traffic with the safety of the entire OCS family in mind. Please respect their right and responsibility to do so.
- Elementary parents should drop off students in the front of the school (east parking lot).
- Parents are not to exit their vehicles while in the line. In the event a parent must leave his/her vehicle, he/she must move to a marked parking place.
- Under no conditions should cars be parked in any driveways or bus parking areas.
- Grades 6-12 should be picked up in the rear (west) parking lot by the Double Gym.
- Do not block traffic flow while waiting for students to move to the parking lot areas. If the student is not present when the parent arrives, he/she should recirculate through the traffic pattern.
- Observe marked traffic flow and turn lanes.

- Do not make U-turns on Highway 165 during morning drop-off periods.
- Do not leave cars unattended unless parked in a marked space (Fire Marshal Requirement).

Parking Lot – Student Drivers and Policy

Students must observe these rules to retain campus driving privileges:

- All cars driven regularly to OCS by students must be registered.
- Students are expected to drive safely at all times. Failure to follow all parking and driving rules may result in the loss of campus parking privileges.
- Students must leave the parking lot upon arrival and cannot sit in, after 7:15, or return to cars after their initial arrival to campus each day unless permission is given by administration or faculty, including break and lunch times.
- High school students must park in the west (rear) parking lot unless instructed differently by school officials.
- All student vehicles are subject to searches conducted by the OCS administration.
- If a student is caught leaving campus without permission, the student may be suspended and/or lose his/her on campus driving privileges for a time determined by the OCS administration.
- Students pranking or tampering with other student's vehicles may be suspended and/or lose his/her on campus driving privileges for a time determined by the OCS administration.
- By driving on campus students agree to abide by all terms and conditions of the parking and driving policy.

Private Functions

Private functions (birthday parties, etc.) are not permitted on campus due to liability, cost and staffing issues.

School Property

All school or teacher property, including desks, grade books, computers, file cabinets, etc., is off-limits to students and reserved for use by teachers only.

School Telephone

Students are allowed to use the phone in the student office when the school secretary grants permission. Students are prohibited from using cell phones during the school day except as indicated otherwise in this handbook. Students must follow grade-specific guidelines for using cell phones on campus. (see Electronic Devices, below).

"The Table" Food Services

The school partners with Lexington Independents to provide food services called The Table.

"The Table" Accounts

- Each student has their own account at the register. Parents may send money with the child to add to their account at the register or send money each day (cash or check only).
- No change will be given at the register. Change is automatically added to the child's account.
- If the child does not have a balance on their account or money to pay for their lunch, they may charge a day and pay for that lunch the next day.
- Students in grades PreK - 3 use their student ID to charge at The Table. Grades 4-12 use their door key cards.

Online Account (OPTIONAL, but recommended)

Parents also have the option of creating an online account that they can manage. The online account will allow parents to add money and view the charges the child has made each day. The account will also send reminders, allow automatic payments, etc.

Lunch Prices

Pre K -3 \$5.00

- The Hot Lunch, or 2nd Option of the Day, or Lunch Combo, or PB&J
- Includes Milk, Juice, or Water

Grades 4-12 \$6.00

- The Hot Lunch, or 2nd Option of the Day, or Lunch Combo, or PB&J, or 3rd option of the day
- Includes Milk, Juice, Water, or Fountain Drink with refills
- A la carte options are also available for additional charge

Breakfast

Quick breakfast items are available for purchase (or charge to the student's account) each morning from 7:15 - 7:40.

Questions

The Table director, Chris Foster: TheTable@ocs.org.

Visitors

OCS operates a closed campus. However, the school welcomes prospective students to visit. Students must receive permission from the principal **in advance** before bringing a visitor to OCS. ALL visitors must register in the school office and wear a designated Visitor's Pass while on campus. See also Deliveries, this section.

Communication

Contacting a teacher or staff person

Email

To contact a member of the school staff, a parent can email (email address protocol: firstname.lastname@ocs.org). Once a parent makes the contact, the staff person should respond by the end of the following school day.

Phone

A parent may also contact the school via phone at the main number (318.325.6000). The call or message will be directed to the person requested. If it is necessary to leave a message, the staff person should respond by the end of the following school day.

Additional contact information may be provided by the teacher in his/her class syllabus or introduction papers.

Communication - Primary Methods

Email

For most general communications, the school uses email to disseminate information to parents. In emergencies or urgent situations, the school will use text messaging.

FACTS Family Portal

FACTS Family Portal is used to report teacher lesson plans, student grades, report cards, and transcripts and communicate school information. Each parent and student receives access to FACTS Family Portal.

FACTS Family Mobile App

An OCS mobile app for smartphones and tablets is available in the App Store or Google Play. Students and parents with FACTS usernames and passwords can log into the app to access all its features. Search for "OCS" or "Ouachita Christian School."

Available information in the app includes lesson plans, schedules, progress reports, grades, and other general items.

Google Classroom

Google Classroom is the primary method of communicating **classroom-related information** between teachers and parents & students.

Google Classroom “Guardians”

Each parent identified for each student receives an email notification that he/she has been added as a “Guardian” to each of the student’s classes, and for 7th-12th graders, a “Class of” Classroom used to communicate grade-specific information, especially CollegePrep@OCS-related. It is highly recommended that the parent accept this invitation and the ability to receive weekly summary update emails for each class.

Weekly Assignments

Mondays (or first day of school week), by 11:59 a.m.

- Each teacher will post the week’s lesson plans in FACTS, enabling parents to view them in FACTS Family Portal and OCS mobile app.
- Each teacher will create assignments and due dates for the upcoming week in Google Classroom. These items may be adjusted later.
- Each teacher will post larger assignments such as unit tests, projects, etc., with a minimum of one week’s notice.

Daily Lessons

- By 11:59 pm each school day, each teacher will post to each of his/her Google Classrooms the lesson plan + associated ancillary items (video links, worksheets, etc.,) for students absent that day or engaged in online learning.
- The teacher is required to record a lesson when a new skill is being introduced and/ or a student is absent. The recording will be included in the daily posting.

Newsletter Weekly Email

The school issues an email newsletter each Wednesday, identifying upcoming events and current news. Links are included to contact the school with questions.

Secondary Instructional Communication Sources

Google Classroom is the **initial and primary source** for all classroom communication. In addition, Facebook, Remind, Instagram, ClassTag, Class DoJo, etc., may be employed by teachers as **secondary** platforms used in a non-instructional capacity (classroom activities, updates, events, etc.). These resources are listed in the teacher’s syllabus. The school requires use of limited/restricted comment filters on platforms such as Facebook or Instagram.

Social Media

The school communicates with families via these social media platforms:

- **Facebook Account:** Ouachita Christian School
- **Instagram:** OuachitaChristianSchool
- **Twitter:** @EaglesOCS

Concerns - Appropriate Procedure for Addressing

Appropriate channels are clearly provided in this handbook, above, to address any issue that occurs at Ouachita Christian or with any of its stakeholders. Only these channels should be used to address issues.

The use of any medium, including but not limited to video, social networks, email, blogs, to publicly place the school or any of its stakeholders in a negative light may result in dismissal of the parties engaged in such behavior.

Parent Involvement Opportunities

Alumni Association

Events for alumni include an annual golf tournament and homecoming activities. To update alumni information or get more information, visit Alumni page on school website or email ocsalumni@ocs.org.

Booster Clubs

Parents and friends of OCS athletics may join the OCS Athletics Booster Club which benefits all sports. For more information, contact the athletic director.

OCS P.E.P. Squad (Praying Eagle Parents)

OCS moms gather every first Friday of each month to pray for and encourage students, teachers, and staff. They also host events to celebrate teachers and staff. Join Facebook closed group “OCS PEP Squad.”

OCS Parents' Club (Formerly known at the P.I.T. Crew)

In this group, parents help communicate and organize service opportunities around campus. Join Facebook closed group “OCS Parents' Club” via the following link [OCS Parents' Club](#).

Safety, Security, and Emergencies

Emergency Procedures

All threats of violence will be taken seriously, as the safety of all persons on campus is the school's paramount concern. Threats will be approached in a manner appropriate to the age of the person making the threat. The school's commitment to treating all persons with dignity extends even to those who might threaten it.

Ouachita Christian School has a security plan in place. This plan was developed by the Ouachita Parish Sheriff's Office, who has blueprints of our buildings to assist them should an emergency situation occur. Staff is trained in security procedures.

Following the advice of the OPSO, the school does not publicize its emergency procedures, as outside knowledge of the plan can complicate its implementation or further endanger students, staff, and parents.

Bomb/Violence Threats

A student who calls in a bomb threat or threatens such types of violence in any way, verbal or written, is subject both to criminal prosecution and immediate, permanent expulsion from OCS.

Emergency Drills

Unannounced fire, tornado, and security drills are held throughout the year. When such drills are initiated, the students should leave quickly and quietly with their teacher and follow drill protocol.

Evacuation

If for any reason the school must be evacuated, the evacuation point will be North Monroe Baptist Church. In this event, parents will be notified to pick up their children from this location.

Fire Alarms

Any student setting off a false fire alarm will be subject to being suspended or expelled from OCS and will be subject to criminal prosecution.

Search and Seizure

The OCS administration and staff have the right to search a student's purse, locker, cellphone, computer, automobile, or person, when necessary. Questionable or illegal items may be seized and the student subjected to disciplinary action if illegal contraband is discovered during a search.

Security

Because security concerns have escalated dramatically in recent years, these policies ensure the school's preparedness:

- Fencing and locked doors restrict entrance to buildings and classrooms. After 7:45 a.m., entrance to OCS buildings except the field house must take place through the front entrance, between the gym and high school buildings on the east side.
- All visitors to campus must sign in and out through the office and wear a visitor's pass. Visitor's passes may be obtained in the main office.

- Emergency Response Procedures are in writing, and the OCS faculty and staff receive continuing training in these procedures. Students are drilled on these procedures throughout the school year. The Ouachita Parish Sheriff's Office is consulted when need arises on campus.

Every effort is made to ensure security. If the school's ability to inspect and secure facilities is compromised due to time constraints or other factors and/or if reasonable security cannot be ensured, parents are notified via local media, social media, and text messaging regarding necessary adjustments in attendance patterns.

In cases where school is dismissed for security threats, class time missed is made up. These make-up days are at the discretion of the administration and occur on Saturdays, during holiday breaks, or at the end of the school year.

Because making threats, even as a joke, is punishable by law, students who engage in such behavior may face criminal charges, which may jeopardize their continued enrollment at the school.

OCS respects each parent's right and responsibility to determine the student's attendance during periods where security has been threatened. In general, absences are recorded but excused if students are kept at home. Students who elect to use these periods for recreation time away from home (river parties, mall shopping, movie excursions, etc.) are assigned unexcused absences and are subject to additional disciplinary action.

Every effort is made to keep parents informed about security issues. Just as the school respects parents' rights to make decisions about their own children, it also expects that parents respect the school's knowledge of the facts involved and the proper timing for notification of parents and media.

If we receive a report of a possible threat, the administration will:

- Isolate student(s) immediately
- Contact the Sheriff's Office to send an officer to OCS
- Contact parent of student involved
- Gather as much information as possible
- Investigate with the officer the situation while protecting the rights of students
- Make a determination with input from the Sheriff's Office
- Require evaluation of the student by a professional and a letter from the professional stating the student is of no harm to themselves or anyone else
- If there is no credible threat, we may require counseling sessions with the school counselors

The Administration will decide the discipline for the student as one of the following depending on our findings:

- Expulsion
- At Home Suspension
- In School Suspension with work days
- Remote Learning
- Probation
- Continued Counseling

It could be a combination of the above.

School Day

After School Program

The After School Program is available at a cost of \$7.00 per day for students in grades PreK-8. This program is offered until 5:30 p.m. each day that school is in session. Faculty members should pick up their children by 5:00. Parents are assessed a \$10 per minute fee after 5:30. Thanksgiving, Christmas, Spring Break and Easter Break, bad weather days, etc. are not included. For enrollment information, contact the school office.

Athletic Play-Off Release Time

Due to the success of many athletic teams and because the school believes the support of student-athletes in these endeavors is important, in general students are dismissed to attend major team state tournament/championship events.

Absences for semi-final games are excused by parent permission.

The entire school (PreK-12) may be dismissed when athletic teams compete in the state championship title game and when such games are played on regularly scheduled school days, as determined by the administration based on staffing at the time of the event.

Bad Weather Days

Days of bad weather that result in school being closed will be announced as far in advance as possible through OCS social media pages, parent email, and text messaging.

[MS, HS] Break Time

Break time for secondary students in grades 6-12 is a privilege. Students should remain in the following designated areas during break:

- **Middle School Students:** Commons Area unless permission is granted to return to the classroom building for restroom purposes
- **High School Students:** The Table and breezeway or other specifically designated areas.

All other buildings and areas (P.E. gym, field house, library, HS/MS/Elementary Halls, parking lots, etc.) are off limits during break time. Students are allowed in classrooms as individual teachers permit.

Bus Rules

Students are expected to conduct themselves in a proper manner at all times while riding on OCS buses. Following are some specific rules related to bus riders.

- Students must remain in seats at all times.
- Hands, arms, feet, etc., must not extend beyond the window.
- No yelling out of windows.
- Students must not play with the emergency doors.
- Students cannot sit in the driver's seat at any time.

Checking Out Students

Students may check out with appropriate permission (see Attendance section). However, **no student may be checked out of school after 2:30 p.m.**

[12] Early Release – Seniors Only

Qualified seniors may apply for Early Release for the second semester. Those applying must have a “C” or above in all classes and be free from any major discipline problems. The application can be obtained through the counseling office and must be submitted with complete documentation to the principal for consideration and approval by the academic advisory committee and a parent signature. Tuition and fee costs are not reduced by early release.

School Hours

Teacher supervision on campus begins at 7:15 a.m.

The school day begins for all students at 7:45 a.m.

Dismissal times are as follows:

- 2:30 p.m. - PreK & Kindergarten (front of school)
- 2:49 p.m. - 1st-4th Grades (front of school)
- 2:52 p.m. - High School (back of school)
- 2:55 p.m. - 5th (front of school)
- 2:55 p.m.- 6th through 8th Grades (back of school)

Any change from this schedule will be announced in advance. All buildings on campus will be locked at 3:15 p.m. The board, administration, and staff are not responsible for students who are left on campus after school hours. Parents need to make arrangements to transport their children to another location after school hours.

At the end of the school day, unattended preschool through eighth grade students will be escorted to the Afterschool Program with a charge assessed to the parents.

School-Sponsored Trips

- All school-sponsored trips, whether school- or self-funded, are under the leadership of OCS Staff.
- Discipline policies covered in this Student Handbook are enforced on these trips.
- All students traveling must be OCS students or the immediate family members of OCS students. These trips represent our school and its Christian worldview. Any family member traveling will be required to concur with the OCS handbook policies.
- A student not enrolled at OCS would not be under the school's jurisdiction, which could possibly cause issues. For example, some foreign countries have drinking ages lower than US laws. OCS students would not be allowed to drink due to our handbook restrictions. A non-OCS student would not be under our jurisdiction.
- A designated OCS shirt should be worn by students when traveling as a group on/ during school- sponsored trips.

Social Media References to OCS

We seek for the OCS family to show Christ in all of our dealings. Parents and students are accountable for any social media postings which involve, infer, or mention Ouachita Christian school staff, families, or students at our school in a derogatory manner.

In particular, parents or students may not transmit and/or share videos, pictures, etc. of themselves or other students in OCS apparel or uniform whether on or off campus. This includes GroupMe or any other communications platform.

Social Media and Appropriate Address of Concerns

Appropriate channels are clearly provided in this Student Handbook (see *About this Handbook* section) to address issues that might occur at OCS or with any of its stakeholders. Only these channels should be utilized to address issues. OCS maintains a zero-tolerance policy for the use of any medium (including, but not limited to video, social networks, email, blogs, etc.) used to publicly place OCS and/or any of its stakeholders in a negative light.

Student Financial Accounts

Annual Payment

Annual payments must be received before July 31 to receive the discounted tuition price.

Monthly Payment

The monthly payment plan is 11 months. Payments are made according to the terms and methods agreed upon at the time of enrollment by the payer in his/her FACTS account.

Late Charges on Monthly Payments

The FACTS system will add a late fee of \$25 on the first day of the following month (and each month thereafter) for unpaid balances and/or returned payments until the past due balance is paid in full. Any payment returned by the payer's financial institution will be subject to an additional \$30 fee by the FACTS system.

Past Due Accounts

At the end of each grading period, the Administration reviews each past due account. Students whose accounts are in arrears are not allowed to attend class in the new grading period until the account becomes current.

All debts must be cleared before the student may:

- receive his/her report card, have records transferred, or graduate
- try out for cheerleader or EagleLine
- a student is allowed to participate in school-sponsored trips that require student payment.

Student Access to Buildings (4th-12th grade)

Each student in grade 4-12 is assigned an electronic pass card to gain entry to the school building during regular school hours. The student is responsible for retaining this card the entire school year. Replacement fee is \$10.00 for lost or damaged cards.

Student Fundraising

OCS students are asked to participate in several direct fundraising events each year.

All other fundraising kinds of events which involve students are under the direct sponsorship of a booster group (band, athletic, etc.) or a special school event (benefit dinner, etc.). The OCS administration must approve all fundraising events, and requests must be submitted in writing.

Student Records

Access to Records

Ouachita Christian School School abides by the provisions of the 1975 Buckley Amendment, or Family Educational Rights and Privacy Act (FERPA), which gives parents rights to view school records. The following records are kept in a student's official file: academic records/transcripts, academic testing, health records, and database and emergency information. Parents who wish to view their student's records should make a request in writing with 24 hours' notice.

Student Records

Report Cards and Transcripts

The principal source of grades reported on student transcripts is teacher-entered information from the school administration software (FACTS). Other sources include:

- **Dual Enrollment Grades** from participating colleges & universities
- **Approved elective credits** from third party programs (AHEC, Drivers Ed, Scholars Academy). **NOTE:** These grades are not entered on the high school transcript unless the student specifically requests as these electives can negatively affect a student's GPA.
- **Transfer Grades** of High School Carnegie Unit Credit from other approved elementary/secondary schools.

Changes to Records, Report Cards and Transcripts

If a student/parent identifies an error in a grade or wants a grade reconsidered, this request must be submitted in writing to the teacher/administrator within one week of receipt of the grade.

If a teacher/administrator/counselor determines that information in the database system must be changed, two administrative staff sign off on that change before it is implemented.

Custody and Student Records

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school provides the non-custodial parent access to the academic records and to other school-related information regarding the student. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with a copy of the court order.

Divorced parents and never-married parents must provide the school with a court-certified copy of the custody section of the divorce decree or other custody documents to assist school staff in determining the circumstances of release of information to a non-custodial parent.

Release of Records to Former Students and Graduates

Once a student reaches the age of majority (18 years of age), the student alone has access to his records and is the only person who may give permission for them to be released. OCS graduates may request release of their records by contacting the school in writing. They may be asked to provide identification before records are released. If an unpaid balance is due on the student's account, records are withheld until the financial obligation is settled.

A minimum turnaround time of two working days is required on all records requests from former students and graduates.

Student College Records - Alumni Tracker Report via Naviance

The school owns college success software, Naviance, which allows counselors to assist and track the college and career readiness of students in grades 6-12. Naviance Alumni Tracker allows schools to view data for OCS alumni. The default permission for sharing of data between colleges and OCS is "allow." To deny permission, contact an OCS Counselor via email.

Transfer of Records

In the event of a student transfer to another school, OCS will comply with the request by sending only copies of the contents of the official file. Other records, including disciplinary and/or accommodations records and records, will be sent upon request by the parent.

Transmission of Student High School Transcript Data to STS

OCS is responsible for reporting high school students' personal and high school transcript information twice per year to the State Transcript System, which is then used for several purposes.

With parent's consent, the student's data is shared with the Louisiana Office of Student Financial Assistance (LOSFA) through the Louisiana Department of Education (LDE) and its technology partner, the Office of Technology Services (OTS), the college/s or university/ies to which the student child applies (Institution), and the Board of Regents (BOR), to allow:

- LOSFA to determine a student's eligibility for a TOPS (Taylor Opportunity Program for Students) and other college aid.
- Universities and colleges to use the information for admissions purposes.
- A final and official transcript to be generated for a graduate.
- Parents to track the student's progress in taking the courses and earning the grades required to be eligible for a TOPS scholarship.

Data collected includes:

- Full name
- Birthdate
- Social Security Number
- Student transcript data (including but not limited to courses taken, type of course, grades for each course, and when/where courses were taken)

Without consent, a high school student's data is not transmitted to STS and therefore the student is not eligible for TOPS.

A parent enrolling/re-enrolling a student in grades 9-12 provides consent during this process. The consent is in force unless/until the parent revokes the consent.

Student Residence

All students must reside with a parent, legal guardian, or responsible adult while attending Ouachita Christian School.

Students and Families

Child Custody

All students and/or families who are under court-ordered Custody Implementation Plans are **required** to present original documentation to the school for information purposes. The school retains a copy of these documents and maintains strict confidentiality regarding their contents. The school works within the ordered structure in cooperating with specific family needs.

The school complies with the Buckley Amendment: In the absence of a court order to the contrary, the school will provide the non-custodial parent access to academic records and other school information.

Class or Student Parties, Celebrations, or Outdoor Signs

For information on available dates, parameters, or “off-limits” dates for bringing snacks or treats, including birthday treats,¹ for a student or his/her class or grade, check with the teacher or class sponsor.

Outside signs celebrating students’ birthdays, etc., are prohibited.

Dances

OCS does not sponsor dances and discourages parents from sponsoring dances.

Disciplinary Policy

Certain offenses and violations of school rules are considered serious enough to merit suspension or dismissal. The school reserves the right to suspend or dismiss from school any student if, in the sole discretion of the administration, such suspension or dismissal is necessary to protect the best interests or welfare of the school, including the health and well-being of other students, faculty or staff. In such cases a letter is sent to the parents indicating the nature of the problem and the date of suspension or dismissal. A student may not participate in any school activity during the period of suspension or dismissal. Any student failing to meet the academic standards of OCS may at any time be placed on academic probation or be released from school.

Drug Testing

The Board of Directors and OCS administration employ random testing for alcohol, illegal mood altering drugs, and nicotine for grades 5 through 12, as well as staff and administration.

Students and staff are chosen randomly at regular intervals. Selection does not indicate that the school suspects drug use. Procedures include urine, hair samples, or test strips taken at school and sent to a laboratory for analysis. A numbering system known only to the administration is used for identification purposes. If a test returns positive, a conference is arranged with the parents. Falsifying, avoiding, or assisting to manipulate a drug test may result in expulsion.

Positive Test Results

For alcohol and illegal mood altering drugs, see pg. 62-63..

Positive Nicotine Results

A positive nicotine test is an indication that a student is struggling with dependency of a non-mood altering substance. In this case it is the intention of OCS to help by requiring education of the issue. Therefore, the student and their parent/parents will be required to attend a one session class on the dangers of nicotine use and how the student can be helped through the dependency. Probable dates for class will be Saturday mornings, and any expense incurred for the class will be the responsibility of the parent/parents.

Technology and Internet Responsible Use

The integration of technology into classroom experiences represents an outstanding opportunity for OCS students and presents challenges for the staff in implementing advances into the curriculum. The most critical of these is the filtering (or censoring) of inappropriate materials that become readily available because of the vast offerings on the worldwide web. To address this concern and ensure the proper use of technology, the following policies are enforced:

- The OCS technology staff ensures that proper filtering of internet access points is implemented. This process is delimited by cost and manpower constraints but will be adapted and prioritized as needed.
- Inappropriate use of the internet by any student (for example, downloading pornographic material) is handled as a discipline problem and appropriate punishment is assigned. Because students are well trained and respectful of the OCS philosophy, questions of *appropriateness* should seldom occur because students know what is appropriate. If a student is in doubt about appropriateness, he or she should ask the supervising teacher immediately to avoid even the appearance of impropriety.

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- Unauthorized access to the internet is prohibited. Students should access the worldwide web only when given specific permission.
- Any attempt to use the technological facilities of Ouachita Christian School to infiltrate the administrative and accounting systems of the school is expressly prohibited. Such attempts can result in immediate and permanent dismissal from school.

The development of a body of policy to govern technology is a fluid and continual process. As policy is needed, it is communicated to the affected student groups for immediate implementation and is added to this Student Handbook on an annual basis.

To view the OCS Acceptable Use Policy and Agreement, visit the OCS website.

Yearbook

Each family receives a copy of the annual yearbook, the cost of which is included in the tuition structure. Yearbooks are delivered in the fall each year. Graduates and transfers bear the responsibility of notifying the school about the disposition of his/her yearbook. Under no circumstances can yearbooks be mailed to a former student. In no case is the school responsible for furnishing yearbooks not claimed by March 1 of the following year.

Academics

From pre-Kindergarten all the way through high school, Ouachita Christian School provides a Christ-centered, quality academic education from a Biblical worldview and thorough study of Biblical heritage, focusing on basic disciplines, critical thinking, and artistic expression to develop the motivation, discipline, and intellectual curiosity necessary for each student to fulfill their potential.

This section of the Student Handbook provides information on academics in three subsections--Elementary (PK3-5), Middle School (6-8), and High School (9-12).

Academics — Elementary (Pre-K 3 through 5th Grade)

[1-8] Accelerated Reader

Accelerated Reader (AR) is a vital part of each Ouachita Christian School students' educational experience. Basically, AR is a computerized reading system which measures a student's reading practice and helps them find the appropriate reading level at which they can excel and gain the most benefits. Students and teachers get immediate feedback on the child's comprehension of each book they read from the reading quiz results.

Accelerated Reader has been implemented in OCS's curriculum for over twenty years. During this time, research has shown a direct correlation between using AR and an increase in student ACT scores. Just as practice is important in other skills such as music, sports, math, etc., practice is also important in the development of reading skills. Time spent reading will increase each student's ability to excel academically both now and in their future.

Additional Information

- www.arbookfind.com: Find book levels, points, and interest level on personally owned books.
- **App Store or Google Play**: many apps are available to scan personally owned books for grade level, point, and interest level.
- www.renlearn.com: Information on the Accelerated Reader program.

Grade Computation, Passing/Failing, Promotion

- A student's final grade in each class is computed on a yearly average to determine passing or failing. An average of 67.5 or above is passing. An average of 67.4 or below is considered failing.
- **[K-5]** Students in grades K-5 will not be promoted with any failing grades. The principal may make an exception in extraordinary situations.

Grade Reporting

Students' grades are reported via the FACTS Family Portal and the OCS Family App. Each student has access to his/her account, and parents/guardians also have a separate access. Progress reporting is available at all times through this portal. More detailed information is available on the school website.

Homework

Homework may be assigned any night of the week.

Passing/Failing and Intentional Failure

In keeping with the **spirit and letter** of the Louisiana High School Athletic Association (LHSAA) policy on "hold-back repeat students", the staff of OCS will not discuss the concept of intentional failure **at any level**. We do not recommend or endorse this concept, regardless of its intent. Participation in such discussions could jeopardize our status with the LHSAA and/or the reputation of our school.

Pre-Kindergarten Program

The pre-kindergarten program is a developmental program for 3- and 4-year olds designed to prepare the child for success in school. To achieve this goal, the school uses several curricula, including Abeka, Tara West, and Heggerty.

This program is an all-day program. The day begins at 7:45 a.m. and dismisses at 2:30 p.m.

The child is first screened in seven areas of development. Using the screening results, pre-K teachers then set up an individualized program utilizing the child's strengths and strengthening the child's weaknesses. Parental involvement is needed in all aspects of education; however, in the preschool years it is essential that the parents take an active role in the child's development.

To qualify, the child must meet the following requirements:

- three years old on or before September 30 of the current school year, **AND**
- be **COMPLETELY** potty-trained before the first day of school.

Academics – Middle School (6th - 8th grades)

Accelerated Reader Program

Middle School students participate in the Accelerated Reader Program. See ***Academics – Elementary*** section, above, for program information.

Classes and Scheduling

Honors/Advanced Placement Program

Each spring semester, the Ouachita Christian School Art, English, Math and Science departments screen seventh and eighth grade students for entrance into the High School Honors/Advanced Placement Program (academic track). This program ultimately can enable selected students to receive from three to twelve college credit hours based on the student's performance on Advanced Placement Tests taken during the junior and/or senior year (year five of the honors program).

Honors/Advanced Placement courses are designed for highly motivated students. These programs utilize a wide variety of materials, often presented on the college level, requiring advanced critical thinking skills and analytical writing skills. Therefore, students admitted to the Honors/Advanced Placement programs must be totally committed and are expected to rise to the high academic and behavioral standards set by the teachers. Honors and Advanced Placement students must be extremely responsible and consistently reliable.

General Selection Factors

For all disciplines, the following are considered in the initial screening for admissions to the Honors/Advanced Placement Program:

- Current year grades in the subject for which admission is sought
- Teacher Recommendation(s)
- Standardized test scores (PreACT; ACT or PSAT as available)
- Ability to work independently and as part of a team
- IXL diagnostic scores (ELA and Math)
- Placement tests

Additional Specific Requirements

Additionally, each department has specific requirements detailed below:

ART (admission after the 8th grade year)

- at least three original drawings
- art teacher recommendation in the areas of talent and work ethic

ENGLISH (admission after completion of the 8th grade year)

- In-class, timed writing sample required (7th grade, descriptive; 8th grade analytical), screened "blind" by current teacher and high school English staff
- "A" average for current year in English

MATH (admission after completion of the 7th grade year)

- "A" average for the current year in math
- Placement test
- Standardized test / diagnostic scores

Entering the Program after Regular Admission Points

If a currently enrolled or transfer student seeks admission to the Honors/Advanced Placement Program after the regular admission points (see above), the decision will be made by the administration in each applicable discipline.

Honors Contracts

After admission into the program, each student and parent are required to sign a contract accepting the responsibilities required by the program. These responsibilities include timely completion of all assigned work, always working to the student's full potential, and committing to take all Advanced Placement test(s) during the senior year offered as a part of the discipline(s) involved. English Honors Program students are not allowed to withdraw from the Honors English program after the first quarter of the sophomore year.

Ethics Statement

The Honors contract contains an **Ethics Statement**, which is printed below:

"I understand that more than one zero on homework per quarter will place me on probation and that subsequent zeroes can result in my dismissal from the Honors English Program, if I am a freshman or first-quarter sophomore. If this occurs after the first quarter of the sophomore year, I understand that I could have the Honors designation revoked from my transcript, thereby losing the extra quality points added to my GPA. I also acknowledge that any form of cheating during my entire four years in honors will result in the same revocation and/or dismissal."

Additional Program Requirements

All Honors Program students must maintain at least a **89.5% average** and must continue to work to establish personal excellence levels or face removal from the OCS Honors Program.

A student who earns less than a 89.5% quarter grade in an Honors class enters a probationary period for one grading period, where his/her performance is evaluated to determine if placement in the Honors course is in his/her best interest.

Retention in Honors Courses

After students are enrolled in Honors and/or Advanced Placement classes, they cannot withdraw from them **unless approved by the administration**.

If a student withdraws from an Honors/Advanced Placement course during the school year, **he/she loses ALL honor point credit for that course**.

Schedule Changes (All Classes)

A student may neither add nor drop a class after the **10th school day** of any academic semester. Exceptions to this policy must be approved by the Principal.

Grades and Grading

Computation and Reporting

Each teacher is responsible for determining the total number of assignments and point values per grading period. This is communicated to students via a class syllabus distributed at the beginning of the class term.

A student's grade average is reported four times per year:

Quarter 1

Quarter 2/Semester 1

Quarter 3

Quarter 4/Semester 2/FINAL

At each interval, the school creates a report card that is available in FACTS Family Portal and the OCS Facts Family App.

At the end of Quarter 2, the average from Quarters 1 and 2 are averaged to create a Semester 1 Average. This average also is included on the Quarter 2 report card.

At the end of Quarter 4, the average from Quarters 3 and 4 are averaged to create a Semester 2 Average. Then, the two semesters are averaged to create the student's Final Grade.

An average of 67.5 or above is passing. An average of 67.4 or below is considered failing.

Reporting

Students' academic progress information is accessible via the FACTS Family Portal or the school app. Each student has access to his/her account, as do each parent/guardian. Access FACTS Family Portal via the OCS FACTS app or by using the FACTS link at the top of the school website, www.ocs.org.

Real-time progress reporting is available at all times through FACTS Family Portal.

Passing/Failing and Credit Requirements

- A student's grade in each class is computed on a yearly average to determine passing or failing. An average of 67.5 or above is passing. An average of 67.4 or below is considered failing.
- Middle school students must pass all five core subjects—math, science, English, history, and Bible—to be eligible for promotion to the next grade. The principal must approve exceptions.
- **[6-12]** students must pass all courses and meet all requirements as required by the Louisiana State Department of Education.

Passing/Failing and Intentional Failure

In keeping with the **spirit and letter** of the Louisiana High School Athletic Association (LHSAA) policy on “hold-back repeat students”, the staff of OCS will not discuss the concept of intentional failure **at any level**. We do not recommend or endorse this concept, regardless of its intent. Participation in such discussions could jeopardize our status with the LHSAA and/or the reputation of our school.

Scheduling and Schedule Changes

Scheduling and Student Schedules

The administration determines the master schedule that best meets the needs of the school and the maximum number of student requests. From this, student schedules are prepared and are available for student and parent viewing in FACTS. An email is sent to notify families that schedules are ready for viewing.

Schedule Change Requests

Once schedules are released, the administration will consider schedule change requests to the extent that they continue to meet the needs of the school and are in the best academic interests of the student.

A student may neither add nor drop a class after the tenth school day of any academic semester. Exceptions to this policy are made by the counseling staff as approved by the Principal.

Academics – High School (Grades 9-12)

Academic College Preparatory Curriculum

From PreK through 12th grade, the OCS academic curriculum is designed to be college-preparatory. Therefore, all high school classes are taught at a pace and depth that prepares all students for success in a four-year university and any level in between.

Classes and Scheduling

Honors and Advanced Placement Courses

OCS offers Honors and Advanced Placement classes for the academically gifted. Students enrolled in these courses work toward earning college credit while still in high school. Students who take Honors and/or Advanced Placement classes and earn an "A," "B," or "C" will receive honor points toward their GPA according to the matrix below.

Generally, selection for the honors track is made at the end of the 7th grade academic year. See **Academics – Middle School** section, above, for more information.

Additional Program Requirements

All Honors Program students must maintain at least an **89.5% average** and must continue to work to establish personal excellence levels or face removal from the OCS Honors Program.

A student who earns less than an 89.5% quarter grade in an Honors class enters a probationary period for one grading period, where his/her performance is evaluated to determine if placement in the Honors course is in his/her best interest.

Retention in Honors Courses

After students are enrolled in Honors and/or Advanced Placement classes, they cannot withdraw from them unless approved by the administration.

Any time a student is allowed to withdraw from an Honors and/or Advanced Placement class, he/she loses ALL honor point credit for that course. Students in the English honors program may not choose to exit the honors track after the first quarter of the sophomore year.

Honors Contracts

After admission into the program, each student and parent are required to sign a contract accepting the responsibilities required by the program. These responsibilities include timely completion of all assigned work, always working to the student's full potential, and committing to take all Advanced Placement test(s) during the senior year offered as a part of the discipline(s) involved. English Honors Program students are not allowed to withdraw from the Honors English program after the first quarter of the sophomore year.

Ethics Statement

The Honors contract contains an Ethics Statement, which is printed below:

I understand that more than one zero on homework per quarter will place me on probation and that subsequent zeroes can result in my dismissal from the Honors English Program, if I am a freshman or first-quarter sophomore. If this occurs after the first quarter of the sophomore year, I understand that I could have the Honors designation revoked from my transcript, thereby losing the extra quality points added to my GPA. I also acknowledge that any form of cheating during my entire four years in honors will result in the same revocation and/or dismissal.

Transfer Students

Students transferring to Ouachita Christian School who took honors classes at their previous school will receive credit for those honors classes if the classes meet the criteria for OCS Honors classes.

Advanced Placement Course Exam Fees

A student who takes one or more Advanced Placement courses will be charged a fee for the Advanced Placement exam(s).

Advanced Placement Course Exam Requirement

Students are required to take the AP Exam in order to be considered for valedictorian or salutatorian.

Admissions Requirements for Honors/AP Courses

ART (admission after the 8th grade year)

- At least three original drawings
- Art teacher recommendation in the areas of talent and work ethic

ENGLISH (admission after completion of the 8th or 9th grade years)

- In-class, timed writing sample required (7th grade, descriptive; 8th grade analytical), screened “blind” by current teacher and high school English staff
- Achieve at least one of the following:
 - 24 on ACT English and/or Reading Comprehension sections
 - 45 or higher on PSAT English
 - “A” average for current year in English

MATH (admission after completion of the 7th grade year)

- “A” average for the current year in math
- Placement test
- Standardized test scores

AP UNITED STATES GOVERNMENT (12th grade)

- Score of 24 on the ACT English or a 45 or higher on PSAT English
- An “A” average in each and all high school geography and history classes
- Reading/writing recommendation from English teacher
- Demonstrate high integrity and a good work ethic confirmed by teacher recommendation.

AP CALCULUS (12th grade)

- On honors math track since at least freshman year
- An A average in all high school math classes
- Recommendation from 11th grade honors math teacher
- Demonstrate high integrity and a good work ethic confirmed by teacher recommendation.

Scheduling

High school students are required to enroll in a mathematics course each year.

Schedule Changes

A student may neither add nor drop a class after the **10th school day** of any academic semester. Exceptions to this policy may be made by the administration. For dually enrolled students, ULM and Tech requirements may be different and are determined by the individual university.

Course Progression/Graduation Plan

Listed below is the general progression of high school courses taken by students. Some elective courses for high school credit are offered in seventh grade. In eighth grade, several required high school courses are included, and other such electives are available.

MIDDLE SCHOOL All Courses for MS Credit			
SEVENTH GRADE		EIGHTH GRADE	
Middle School Courses: Bible 7 English 7 Math 7 Social Studies 7 Science 7 PE 7 High School Courses: Electives (Choir, Band, Piano)		Middle School Courses: Bible 8 English 8 Math 8 (or Algebra I HR) Science 8 (or Physical Science HR) PE 8 High School Courses: Algebra I HR (if eligible) World Geography RG Physical Science HR	
HIGH SCHOOL All Courses for HS Credit (Courses in italics are dual enrollment courses offered through participating colleges.)			
YEAR 1 COURSES OFFERED	YEAR 2 COURSES OFFERED	YEAR 3 COURSES OFFERED	YEAR 4 COURSES OFFERED
Bible I English I RG or English I HR Algebra I RG or Geometry HR Physical Sci or Biology HR Western Civilization RG World Geography H & PE I Spanish I RG or French I RG Financial Literacy	History of Religion English II RG or English II HR Geometry RG or Algebra II HR Biology or Chemistry I HR H & PE II Spanish II RG or French II RG <i>Fine Art Survey RG</i>	Bible III English III RG or <i>English III/IV HR</i> Algebra II RG or <i>Precalculus HR</i> Chemistry I HR or (<i>Biology II HR</i> or Physics HR) American History RG Electives	Bible IV <i>English IV RG</i> or Eng & Comp AP Advanced Math I RG or <i>Precalculus HR</i> or <i>Statistics HR</i> or Calculus AP Chemistry II HR Civics Government AP Electives
High School Electives			
Art I, II, III, IV Piano I, II, III, IV Beginning Choir, Intermediate Choir, Advanced Choir I, II Beginning Band, Intermediate Band, Advanced Band I, II	Spanish III HR French III HR <i>Speech III</i> <i>Psychology HR</i> <i>Psychology II HR</i> Introduction to Business H & PE III, IV	Digital Media I Multimedia Productions <i>Computer Science</i> Publications I, II (Yearbook)	For seniors: Extra math or science from the above list in addition to required science courses

Dual Enrollment Program

Course Offerings

OCS has partnerships with Louisiana Tech and the University of Louisiana at Monroe that allow the school to offer the following courses for dual credit. **This list is subject to change at any time.**

Dual Enrollment Course Offerings at OCS - 2024-25			
HS Course Name	HS Credit Earned	College Course Name/Number	College Credit Hours Earned
Louisiana Tech			
Fine Art Survey RG	1.0	ART 290: Art Appreciation	3 hours
Biology II HR	1.0	BISC 224: Essentials of Human Anatomy & Physiology	3 hours
Computer Science	1.0	CIS 110: Computer Tools for Business (online)	3 Hours
University of Louisiana at Monroe			
Speech III RG	1.0	COMM 2001: Public Speaking	3 hours
Psychology HR	1.0	PSYC 2001: Introduction to Psychology	3 hours
Psychology II HR	1.0	PSYC 2078: Developmental Psychology	3 hours
Pre-Calculus HR	1.0	MATH 1011: College Algebra	3 hours
Trigonometry HR	1.0	MATH 1012: Trigonometry	3 hours
Statistics HR	1.0	MATH 1016: Elementary Statistics	3 hours
English III/ English IV HR	1.0	ENG 1001/ 1002: Composition I/ Composition II	6 hours

Important Facts about the Dual Enrollment Program

- Course offerings may be changed by the university or the school.
- ACT scores are used by the universities to determine eligibility. The school does not have the authority to change ULM or Louisiana Tech admission standards.
- Work in these courses may be given during school holidays that are not concurrent with the ULM/Tech schedule.
- The student is charged \$50/credit hour at Louisiana Tech and \$100/ credit hour at ULM (2024-25 pricing). Fees are charged to the student's OCS billing account on October 1 and November 1 (Fall) and March 1 and April 1 (Winter/Spring) and remitted to the universities on behalf of the student.
- OCS does not have access to transcripts for these courses. The student bears the responsibility of requesting transcripts from ULM/Tech to be sent to the college they will attend. Transcripts are the responsibility of the student and the university. OCS is not legally allowed to request transcripts.
- The universities set their own "drop" dates, over which the school does not have control, which must be adhered to.
- There may be an additional fee charged by OCS for site licenses or textbooks.
- All senior students and eleventh grade honors math students are enrolled in a college math course.
- Since the students are working under both the OCS and university calendar, absences must be limited and tests/quizzes must be quickly rescheduled with ULM/Tech teachers.
- Because grading scales at the universities differ from the OCS grading schedule and course requirements for a course as compared to the complementary high school course, a student might earn a letter grade on his/her university transcript different from his/her OCS grade.

Grades and Grading

Grading Scale

The school's grading scale is listed below and explained more in detail in the OCS GPA Matrix, later in this section.

OCS Grading Scale						
	Quality Points (Elem, MS, and HS RG level courses)	Achievement	Regular Courses	HR Courses	AP Courses	Dual Enrollment Courses
A	4	Excellent	92.5-100	89.5-100	84.5-100	<i>Because grading scales at the universities differ from the OCS grading schedule, a student might earn a letter grade on his/her university transcript different from his/her OCS grade. DE courses also may have differing course requirements than the high school course, yielding a different final grade based on only those requirements.</i>
B	3	Good	84.5-92.4	82.5-89.4	76.5-84.4	
C	2	Average	76.5-84.4	76.5-82.4	-----	
D	1	Poor	67.5-76.4	67.5-76.4	67.5-76.4	
F	0	Failing	0-67.4	0-67.4	0-67.4	

Grade Computation

Semester Grades

A student's semester average is comprised an average of the following:

Quarter 1 (or 3) =50%

Quarter 2 (or 4) = 50%

Final Grades

The final grade in each class is computed by averaging first and second semester grades to determine passing or failing. An average of 67.5 or above is passing. An average of 67.4 or below is considered failing.

Each teacher is responsible for determining the total number of assignments and point values per grading period. This is communicated to students via a class syllabus distributed at the beginning of the class term.

Grade-Point Averages

Students' grades are averaged in several configurations to provide information on their progress.

Students in grades 8-12 and their parents can view their current Unweighted GPA on the most recent copy of their high school transcript, which is created and emailed to parents at the end of each semester. Students in grades 10-12 and their parents can view their current TOPS GPA by logging into their LOSFA Student Hub account.

- **TOPS Core GPA:** This GPA is computed by the State Transcript System only on the final grades from the 19 courses required for the TOPS Scholarship and used as part of the determining factors for TOPS eligibility. The GPA uses the traditional 4.0 scale for most courses, with some upper-level courses (governed by Louisiana state law) on a 5.0 scale.
- **Unweighted GPA (UGPA):** This GPA applies the traditional 4-point scale to all final grades (A=4 points; B=3; C=2; D=1, F=0). It includes ALL course grades and is an EXTERNAL GPA, reported for scholarships, admissions, and awards purposes.
- **Weighted GPA (WGPA):** This GPA adds weight to the final grade earned in a course based both on numerical average and the academic level of the course. It includes ALL course grades, and is not reported to any institutions. It is an INTERNAL average, used for determining class rank, salutatorian, and valedictorian status at the end of the senior year, and is calculated internally by the school's administrative software. See the matrix below.

OCS GPA Matrix

2024-25 OCS GPA Matrix									
Numerical Grade	RG Regular Level			HR Honors Level			AP Advanced Placement Level		
	Letter Grade	Unweighted Value	Weighted Value	Letter Grade	Unweighted Value	Weighted Value	Letter Grade	Unweighted Value	Weighted Value
100	A	4.000	4.870	A	4.000	5.870	A	4.000	6.870
99	A	4.000	4.750	A	4.000	5.750	A	4.000	6.750
98	A	4.000	4.620	A	4.000	5.620	A	4.000	6.620
97	A	4.000	4.500	A	4.000	5.500	A	4.000	6.500
96	A	4.000	4.370	A	4.000	5.370	A	4.000	6.370
95	A	4.000	4.250	A	4.000	5.250	A	4.000	6.250
94	A	4.000	4.120	A	4.000	5.120	A	4.000	6.120
93	A	4.000	4.000	A	4.000	5.000	A	4.000	6.000
92	B	3.000	3.870	A	4.000	4.870	A	4.000	5.870
91	B	3.000	3.750	A	4.000	4.750	A	4.000	5.750
90	B	3.000	3.620	A	4.000	4.620	A	4.000	5.620
89	B	3.000	3.500	B	3.000	4.500	A	4.000	5.500
88	B	3.000	3.370	B	3.000	4.370	A	4.000	5.370
87	B	3.000	3.250	B	3.000	4.250	A	4.000	5.250
86	B	3.000	3.120	B	3.000	4.120	A	4.000	5.120
85	B	3.000	3.000	B	3.000	4.000	A	4.000	5.000
84	C	2.000	2.870	B	3.000	3.870	B	3.000	4.870
83	C	2.000	2.750	B	3.000	3.750	B	3.000	4.750
82	C	2.000	2.620	C	2.000	3.620	B	3.000	4.620
81	C	2.000	2.500	C	2.000	3.500	B	3.000	4.500
80	C	2.000	2.370	C	2.000	3.370	B	3.000	4.370
79	C	2.000	2.250	C	2.000	3.250	B	3.000	4.250
78	C	2.000	2.120	C	2.000	3.120	B	3.000	4.120
77	C	2.000	2.000	C	2.000	3.000	B	3.000	4.000
76	D	1.000	1.860	D	1.000	2.860	D	1.000	3.860
75	D	1.000	1.720	D	1.000	2.720	D	1.000	3.720
74	D	1.000	1.570	D	1.000	2.570	D	1.000	3.570
73	D	1.000	1.430	D	1.000	2.430	D	1.000	3.430
72	D	1.000	1.290	D	1.000	2.290	D	1.000	3.290
71	D	1.000	1.140	D	1.000	2.140	D	1.000	3.140
70	D	1.000	1.000	D	1.000	2.000	D	1.000	3.000
69	D	1.000	1.000	D	1.000	2.000	D	1.000	3.000
68	D	1.000	1.000	D	1.000	2.000	D	1.000	3.000
67	F	0.000	0.000	F	0.000	0.000	F	0.000	0.000
0	F	0.000	0.000	F	0.000	0.000	F	0.000	0.000

Grades and Grading

Computation and Reporting

Each teacher is responsible for determining the total number of assignments and point values per grading period. This is communicated to students via a class syllabus distributed at the beginning of the class term.

A student's grade average is reported four times per year:

Quarter 1

Quarter 2/Semester 1

Quarter 3

Quarter 4/Semester 2/FINAL

At each interval, the school creates a report card that is available in FACTS Family Portal and the OCS Family Mobile App.

At the end of Quarter 2, the average from Quarters 1 and 2 are averaged to create a Semester 1 Average. This average also is included on the Quarter 2 report card.

At the end of Quarter 4, the average from Quarters 3 and 4 are averaged to create a Semester 2 Average. Then, the two semesters are averaged to create the student's Final Grade.

An average of 67.5 or above is passing. An average of 67.4 or below is considered failing.

Reporting

Students' academic progress information is accessible via the FACTS Family Portal and OCS FACTS Family App. Each student has access to his/her account, as does each parent/guardian. Access FACTS Family Portal via the OCS FACTS app or by using the FACTS link at the top of the school website, www.ocs.org.

Real-time progress reporting is available at all times through FACTS Family Portal and the OCS FACTS Family App.

Passing/Failing and Credit Requirements

- A student's final grade in each class is computed by averaging the first and semester grades to determine passing or failing. An average of 67.5 or above is passing. An average of 67.4 or below is considered failing.
- A student **must pass the second semester** of a course to pass for the year.
- 9th-12th grade students must pass all courses and meet all credit unit requirements as required by the Louisiana Department of Education.
- Students must pass Bible, English, Algebra I, and all other core requirements. Summer school credit is not accepted.
- If a class is repeated:
 - For a student's TOPS GPA, the highest earned grade is used, per Louisiana state law.
 - For OCS purposes (class rank, etc.), a final grade in a repeated class replaces the original grade.

Passing/Failing and Intentional Failure

In keeping with the **spirit and letter** of the Louisiana High School Athletic Association (LHSAA) policy on "hold-back repeat students," the staff of OCS will not discuss the concept of intentional failure **at any level**. We do not recommend or endorse this concept, regardless of its intent. Participation in such discussions could jeopardize our status with the LHSAA and the reputation of our school.

Scheduling and Schedule Changes

Course Selection

For currently enrolled students, course selection for the upcoming year is completed in May with the principal. The student enters his/her course selection requests in FACTS, after which parents may view the course requests. The student may make changes to the requests until the posted deadline. After that point,, the student may make changes to his/her requests by emailing lindsey.eberts@ocs.org with the request.

All high school students are scheduled according to OCS graduation requirements, which reflect the Louisiana Board of Regents minimum admissions standards for Louisiana public 4-year universities and TOPS scholarship program. See *Graduation Requirements*, later in this section.

Scheduling and Student Schedules

The administration determines the master schedule that best meets the needs of the school and the maximum number of student requests. From this, student schedules are prepared and are available for student and parent in their FACTS Family Portal. Students may request schedule changes through the posted deadline.

Schedule Change Requests

Once schedules are released, the administration will consider schedule change requests to the extent that they continue to meet the needs of the school and are in the best academic interests of the student.

A student may neither add nor drop a class after the tenth school day of any academic semester. A class dropped after this time will result in an "F" for the semester in that class. Exceptions to this policy are made by the counseling staff as approved by the Principal.

For dually-enrolled students, individual colleges set their own requirements for adding/dropping courses.

Graduation and Senior Year Policies

Class Rank

For the purpose of class rank, the school uses a weighted grade-point matrix based on the student's GPA and the academic level of each course taken. Ranking is computed by the school's administrative software based on this matrix. **See *Weighted GPA (WGPA)* in the previous section. Class rank is not reported until the conclusion of the senior year.**

Graduation Requirements

OCS Graduation Requirements		
SUBJECT	Specific Requirements	UNITS
BIBLE	Bible I, II, III, IV	4
ENGLISH	English I, II, III, IV	4
MATHEMATICS	Algebra I, Geometry, Algebra II, and one of the following: Pre-Calculus, Calculus, Probability and Statistics	4
SCIENCE	Biology I, Chemistry I, and two of the following: Physical Science, Biology II, Chemistry II, Physics)	4
SOCIAL STUDIES	US History (or AP US History), Civics (or AP Government), World Geography, History of Religion (Bible II), Western Civilization	4
FOREIGN LANGUAGE	Two units of the same language (French or Spanish)	2
ART	Fine Arts Survey or one unit of art, band, piano, speech	1
HEALTH & PE	Two units	2
ELECTIVES	Seniors are required to attend a full day of school until second semester. If core requirements are satisfied, students will choose from available electives to fulfill the schedule requirements.	

Important Notes about Graduation Requirements

- OCS graduation requirements reflect the Louisiana Board of Regents minimum admissions standards for Louisiana public 4-year universities, the Louisiana TOPS University graduation curriculum (non-public), and TOPS University scholarship program.
- Each student is required to enroll in and pass Bible, English, and math during each year enrolled in high school at OCS.
- The student must pass Algebra I by the end of ninth grade to be able to continue at OCS.
- An exception may be made by the administration in certain circumstances for university credits.
- The school does not accept summer school, correspondence, or college courses in lieu of required core classes.
- All debts must be cleared before the senior may participate in graduation exercises.

Honor Graduates

The top 15% of seniors in the graduating class as determined by computer ranking using weighted (OCS) GPAs are designated as honor graduates. The top 5% graduate *Summa Cum Laude*; the next 5% graduate *Magna Cum Laude*; and the final 5% graduate *Cum Laude*.

Senior Credits/Class Load

As a general policy, all high school seniors are required to take a minimum of five credit classes during the senior year. Seniors are required to attend a full day of school until second semester. A college class may count towards the class load. Any exceptions to this policy must be approved by the administration.

Valedictorian and Salutatorian

The Valedictorian will be the **senior** with the highest weighted (OCS) grade-point average. There is a possibility for multiple Salutatorians if the students' GPAs warrant (5.0 or above). Any regular classes taken beyond TOPS core curriculum cannot negatively affect a student's weighted GPA as long as the student makes an "A." If, however, the student makes a "B" in such a class, the grade will be figured into the weighted GPA. A student must attend OCS during the sophomore, junior, and senior years of high school to be eligible to be named valedictorian or salutatorian. Valedictorian and salutatorian will be selected based upon grades earned through the **3rd quarter of the senior year**. For clarification purposes, GPA will be calculated to the hundredths decimal position for valedictorian and salutatorian recognition. Ties will be honored. Speeches will be given by the top 5 graduates, with the valedictorian allowed 4- 5 minutes and the top 4 salutatorians allowed 2-3 minutes per person.

Attendance - Absence - Tardiness

Developing self-control and discipline are important lessons to impart upon children, and daily school attendance provides an excellent opportunity for teaching. In general, Ouachita Christian School expects that, in this contract with parents, students will attend school daily, unless a critical reason exists for student absence.

Attendance

State of Louisiana Attendance Law

The state of Louisiana requires a student to attend school a certain number of days to be promoted to the next grade or earn credit for a course. Under the law, students must attend school from age 7 to 18 or until they graduate from high school. Students are required to attend regularly and must attend at least an equivalent of 167 days to earn credit and be eligible for promotion to the next grade.

OCS counts its days according to the equivalent of required minutes. Therefore, students are allowed a maximum of 12 **Non-Exempt and Excused** or **Unexcused Absences** (see below) per year. Otherwise, he/she may not receive credit for the year in that class/those courses or be promoted to the next grade. If extenuating circumstances exist, parents may appeal to the administration. The decision of the administration is final. **SEE ILLNESS POLICY ADDENDUM- pg.75.**

Absence Categories

- **Exempted and Excused Absence:** This category includes extended illnesses documented by a doctor or celebration of religious holidays. There is no limit to the number of these absences. The student is allowed to make up missed work for credit and the absence is not counted against the attendance requirement. Examples include but are not limited to:
 - Extended illness documented by a doctor
 - Celebration of religious holidays
 - Other absence categorized by an administrator
- **Non-Exempt and Excused Absence:** This category includes personal or family illness documented by a parent note, or family vacations. The student is allowed to make up missed work for credit, but the absence IS counted against the attendance requirement. Examples include but are not limited to:
 - Errands
 - Job interview
 - Haircut
 - Driving test
 - Doctor visit with no documentation from doctor
 - Mandatory court date
 - Other absence categorized by an administrator
- **Unexcused Absence:** This category includes any absence not covered by a parent note, doctor's excuse, principal's excuse, or an OCS function. While completing makeup work is important to learning concepts missed while absent, the student will not receive credit for such work, nor will teachers be responsible for tutoring unexcused students in concepts missed. The student is not allowed to make up missed work for credit, and the absence is counted against the attendance requirement. Examples include but are not limited to:
 - Skipping school
 - Absence not covered by a parent note
 - Other absence categorized by an administrator

General School Policies

- Students who are attending OCS-sponsored events/functions are considered "in attendance" for the portion of the day at the event. However, students hold the responsibility for contacting their teachers **before they leave campus** to get their assignments.

- **Personal Business:** The school does not recommend that parents allow students to leave school early for personal matters or family-related business (errands, job interviews, haircuts, clothes, driver's tests, etc.). These should be taken care of after school or on weekends.
- All students must be signed in/out or sign in/out in the Student Office if they arrive after 7:45 a.m. or leave before their dismissal time (PreK/K, 2:30pm; 1st-4th, 2:49pm; High School, 2:52pm; 5th-8, 2:55pm). A parent must sign in/out a student who is not driving himself/herself off/on campus.
- Students are expected to be in school except in cases of emergency or for reasons as explained below.
- A student absent for a portion of a day is not allowed to attend any school athletic, academic, extracurricular (band, choir) activity, day or night, without a doctor's excuse or a principal's permission.
- Chapel is considered as essential both to the student and to the mission of the school. Therefore, students should not be checked out of school at this time.

Other Absence Information

College Visit Absence

A senior is allowed two days to use as college visit days (**Exempted and Excused**), under the following conditions:

- The school is outside a 50-mile radius from OCS
- A school administrator pre-approves the day(s) on the College Visit Form,
- The senior has a university official complete the pre-approved form during the visit,
- The senior returns the completed form to the attendance office upon return from the visit.

Administrators may waive the 50-mile radius requirement or approve additional days. Absences which do not fall within these limits may be considered unexcused.

Excessive Absences

In addition to loss of credit for excessive absences (see above), students who accumulate more than twelve absences in any one class, (except for study hall, teacher's aide, and athletic periods) will be restricted as follows:

- Loss of OCS excused privileges: Students will not be allowed to miss school for co-curricular activities for any reason (athletics, band, drama, etc.). Students will be allowed to participate, but may not do so while school is in session.
- Loss of college campus visit privileges

Vacation Absences

If a family/student chooses to take a vacation (hunting trip, etc.) on school days, these are counted as **Non-Exempt and Excused**, and there are several academic considerations:

- No school work will be provided to the student by the teachers in advance. It is unfair to ask a teacher to package work a week in advance.
- The student must complete all assignments missed while on vacation within three days of return to campus.
- The teacher has discretion on the viewing of videos and class assignments. No student should be penalized for not watching a video or taking a quiz in a certain timeframe. If the course involved is Dual Enrollment, the student may be required to complete items in a specific timeframe, but this must be communicated to the student in advance.

Steps to Follow When Absent

1. **Parent/guardian should phone the school** and inform the secretary of the absence. This does NOT replace a written excuse, which must be submitted for school record-keeping (see next step).
2. When the child returns to school, the parent/guardian should **send a written excuse** to school which contains the following information:
 - a. parent/guardian name
 - b. date of return to school
 - c. days of absence

- d. reason for absence
 - e. parent/guardian signature
3. Upon return to school, **the student is responsible** for ensuring that he/she makes up all work missed during the absence.

[PK3-5] The excuse should be delivered to the student's homeroom teacher.

[MS, HS] The student must present an excuse to the school secretary on the date of return. Excuses not presented within three school days will result in the absence(s) being categorized as "unexcused." The student bears responsibility for handling this matter.

Attendance and Making up Classwork

Students are responsible for quizzes, tests, homework assignments, etc., for the entire day if they are present during any portion of the day. **Failure to properly follow this procedure will result in a minimum 20-point penalty on major tests missed and a zero on homework assignments and/or quizzes.**

All classwork and homework is posted in Google Classroom, and the student is responsible for all work posted unless otherwise advised by the teacher. A student failing to do so is penalized a minimum of 20 points on work missed.

Attendance and Making up Tests

- **If a student is absent and unaware of a test**, he/she is allowed at least one day after returning to take a make-up test.
- **If the student was present WHEN THE TEST WAS ANNOUNCED**, he/she must take the test the first day back to school. This rule may be amended when a student has been absent two or more days due to illness. If this is the case, the parent or student should contact the teacher before the student's return to set up test times.
- A student is not allowed to make up tests or work missed for unexcused absences.
- A student returning to school during the day or attending any portion of the day is required to locate the teacher(s) of any class missed to take any test(s) missed. Failure to do so will result in a substantial penalty on the work missed (minimum of 20-point penalty on major tests and/or a zero on homework assignments).
- A student missing a test or quiz preceding or following any holiday break will be assessed a five-point penalty on the test grade. An exception will be made if a doctor's excuse is provided.

Attendance and Co-Curricular Activities

- A student must be present for the entire school day to practice or participate in any co-curricular activity (athletics, cheer, band, etc.). An exception is made if a doctor's excuse is provided to cover only the time the student was at the doctor's office. The principal may make other exceptions to this policy if circumstances warrant.
- A student may be excused for mandatory court dates, first-time driver's tests, and doctor's visits but is excused **only** for time spent visiting the doctor's office, driver's license office, or court.
- A student who checks in to school later than 8:15 a.m. is recorded absent, not tardy, for first period and therefore is ineligible to practice or participate in co-curricular activities on that day.
- To participate in plays, programs, etc., not sponsored by OCS which require absence from school, a student must have a "C" average in all classes to be missed and present an excuse from off-campus event sponsor to have dates of absence excused.
- A student may not miss any class in which he/she has a **failing grade** to attend or participate in a school-sponsored event.
- A student attending any school-sponsored event has make-up days equivalent to time missed for all work or tests.

Checking Out of School

A student who leaves campus before the dismissal bell at the end of the school day must have the appropriate permission and must be signed out through the front office. To ensure student safety, maximize quality instruction time, and prevent classroom interruption, the following apply to checking out students from school.

- All students are required to attend Chapel services with their grade/class if present at school.

- The process to retrieve a student from an afternoon class may take up to 30 minutes.
- Please do not call ahead to have your child checked out of class before you arrive.
- No student may be checked out of school after 2:30 p.m.

[PK-8] Check-out Procedures

1. The parent must first report to the main office to sign out the child.
2. The child will be brought to the office, and the parent takes the child from there.
3. If the child returns to school the same day, the parent must sign in the child in the office and present a doctor's excuse.
4. If someone other than the parent will be checking the child out (including an older sibling), the parent/guardian must call/email/text ahead to give permission. The designated person must be prepared to show identification.

[9-12] Check-out Procedures

A student checking out who will be driving him/herself off campus

- is allowed to sign him/herself out if a note/email/text from the parent giving permission is submitted before or at the time of check-out.
- must physically sign him/herself out in the front office (A student who leaves campus without permission and/or signing out may be assigned a Saturday work day).

A student checking out who will NOT be driving him/herself off campus

- must be signed out in the front office by a parent or other authorized person (including an older sibling).

Tardiness

A student arriving on campus after 7:45 a.m. is considered tardy and must sign in with the attendance office.

[Pre-K to 5th]

A student checking in to school between 7:45 a.m. and 10:30 a.m. is considered "tardy." A student checking in to school after 10:30 a.m. is considered as "absent" for the day.

[MS, HS]

Tardiness to First Period: A student is allowed four no-fault tardies to first-period classes during each academic year. This grace is extended to allow for oversleeping, car trouble, loss of electricity, etc. and includes arrival between 7:45 a.m. and 8:15 a.m. Arrival after 8:15 a.m. is considered a first-period absence.

- First-period tardies are not classified as excused or unexcused.
- However, first-period tardies more than the allowable limits incur penalties as outlined below.
- Medical and dental appointments are not counted as part of the four allowed tardies.
- In cases of inclement weather that affects traffic flow, special dispensations are determined by administrators, applied to all students equally and announced via the public address system and FACTS Family Portal/App.
- Exceptions are reviewed by administrators.

Tardiness to Second-Eighth Periods: A student is allowed two "free" unexcused tardies per academic year to second through eighth periods. Tardiness in excess of these allowable limits incurs penalties, outlined below.

[MS, HS] Excessive Tardiness Penalties

Excessive Tardiness Consequences	
Excessive Tardy	Consequence
1	Detention
2	Detention
3	Saturday Work Day
4	Saturday Work Day
5	In-School Suspension with no credit given for make-up work and placed on Disciplinary Probation
6 or more	Student may be expelled from school.

Dress and Grooming

OCS 2024-25 Dress Code

A person's character and relationship with God are reflected in all aspects of his/her life--including dress.

Clothing is *immodest* if its style, cut, coloration, or fit hinders others from looking at the wearer's face. God wants His character to be communicated to others through the countenance of Christians. Clothes and hairstyles should simply be the frame to the character of the face, not a distraction from it.

Though we are more concerned about matters of the heart than outward appearance, we firmly believe that a person's appearance reflects his/her inner being. Christians should especially be sensitive to **MODESTY** and appropriateness in attire. Because times and styles change, it is difficult to determine what the trends will be from one year to the next. Sometimes, even Christian young people can be caught up in clothing/dress styles that represent philosophies and lifestyles that are not Christ-like.

Therefore, OCS prohibits clothing and grooming that are questionable regarding modesty or appropriateness. If, in the opinion of any faculty member or administrator, a student is not dressed appropriately, he/she will be subject to disciplinary action. **The administration will serve as the final authority in all dress and grooming matters.**

PreK-3rd Grade Dress Code (Boys and Girls)

Shirts - Blouses - Tops	Shorts - Pants (and Girls' Dresses and Skirts)
• No halter tops, midriff tops, or blouses with spaghetti straps • No stomach/midriff showing • Tank top/undershirt <u>must</u> be worn under short tops	• Must be 3 inches from the knee. If wearing shorter athletic shorts, bicycle shorts must be worn underneath • Athletic style pants are allowed • Leggings or biker shorts may ONLY be worn under a dress or long shirt that fully covers their bottom

4th - 6th Grade Boys and Girls	
Girls	Boys
Shirts - Blouses - Tops	
• Required on campus at all times, including athletic practice and events • Length must cover back at all times • No objectionable wording or graphics • No athletic tank tops, sports tops, racerback tops. • T-shirts allowed • No stomach/midriff showing • A tank top/undershirt must be worn under short tops • Shoulders and back area covered. May be sleeveless if shoulders covered (measured as an adult hand-width on shoulder) • No cut-outs • No keyhole or low-cut necklines. • No halter tops, midriff tops, or blouses with spaghetti straps	• Required on campus at all times, including athletic practice and events • Length must cover back at all times • No objectionable wording or graphics • No athletic tank tops, sports tops, racerback tops. • T-shirts allowed • No stomach/midriff showing • A tank top/undershirt must be worn under short tops • No muscle or sleeveless shirts. • Tucking in is not required on any day of the week.
Dresses (Girls Only)	
• May be worn during the school day • Length 3 inches or less from knee if kneeling • Shoulders and back area covered • No cut-outs • No keyhole or low-cut necklines • May be sleeveless if shoulders are covered	
Pants - Jeans	
• Pants must be neat • Baggy and sloppy pants are not allowed • No writings/slogans on posterior • Holes, tears, distresses in jeans/pants may not be above the knee or bigger than a regular-sized Band-aid if horizontal or quarter if shaped like a hole • Athletic style pants are allowed • NO leggings	• Pants must be neat • Baggy and sloppy pants are not allowed • No writings/slogans on posterior • Holes, tears, distresses in jeans/pants may not be above the knee or bigger than Band-aid if horizontal or quarter if shaped like a hole • Athletic style pants are allowed
Shorts	
• Cotton/denim shorts that reach close to the top of the knee (three inches from knee when kneeling) are allowed. • PE shorts must be knee-length basketball shorts • Nike-style shorts NOT permitted • Above-the-knee cut-offs not allowed • Knee length ATHLETIC SHORTS may be worn by students	• "Chubbies" not allowed • Cotton/denim shorts that reach close to the top of the knee (three inches from knee when kneeling) are allowed. • PE shorts must be knee-length basketball shorts • Nike-style shorts NOT permitted • Cut-offs not allowed • Knee length ATHLETIC SHORTS may be worn by students

4th - 6th Grade Boys and Girls	
Girls	Boys
<i>P.E. Uniform</i>	
TOPS Any OCS t-shirt is acceptable (no cut-offs) or school-issued sleeveless shirt. Dry fit PE shirts are available to purchase at the link below. SHORTS Must be 7" inseam, black athletic shorts with "Eagle" logo purchased from BSN Sports (link to purchase below).	TOPS Any OCS t-shirt is acceptable (no cut-offs) or school-issued sleeveless shirt. See Lindsey Eberts to purchase "Dry Fit" PE shirts. SHORTS School-approved colors in knee-length style, following handbook policy of 3 inches from kneeling for short length. See Lindsey Eberts to purchase PE shorts.
<i>Hair - Makeup - Caps - Earrings - Tattoos - Misc</i>	
• Color and style must not draw undue attention to the individual. • Girls are not allowed to wear makeup. • Pierced ears are acceptable for girls. No body piercing, other than mentioned, is acceptable. • No visible tattoos. • No hats or caps allowed in school buildings during school hours.	• Color and style must not draw undue attention to the individual. • No painted fingernails. • Hair must not be over eyebrows or past the top of the collar and mid-ear on sides. • Must be clean-shaven. • NO ponytails/buns. • Boys may NOT wear earrings. No body piercing is acceptable. • No visible tattoos. • No hats or caps allowed in school buildings during school hours.

7th-12th Grade Dress Code	
Girls	Boys
Shirts - Blouses - Tops	
• Required on campus at all times, including athletic practice and events. • No objectionable wording or graphics. • No athletic tank tops, sports tops, racerback tops. • T-shirts allowed. • No stomach/midriff showing • A tank top/undershirt <u>must</u> be worn under short top • Shoulders and back area covered. May be sleeveless if shoulders covered (measured as an adult hand-width on shoulder) • No cut-outs • No keyhole or low-cut necklines. • No halter tops, midriff tops, or blouses with spaghetti straps	• Required on campus at all times, including athletic practice and events. • No objectionable wording or graphics. • No athletic tank tops, sports tops, racerback tops. • T-shirts allowed. • No stomach/midriff showing • A tank top/undershirt <u>must</u> be worn under shorter top • No muscle or sleeveless shirts. • Tucking in is NOT required on ANY day of the week.
Dresses (Girls Only)	
• May be worn during the school day. • Length 3 inches or less from knee if kneeling. • Shoulders and back area covered. • No cut-outs • No keyhole or low-cut necklines. • May be sleeveless if shoulders are covered.	
Pants - Jeans	
• NO athletic style pants (joggers, etc.) • Pants must be neat • Baggy and sloppy pants are not allowed. • No writings/slogans on posterior. • Holes, tears, distresses in jeans/pants may not be above the knee or bigger than a regular-sized Band-aid if horizontal or quarter if shaped like a hole • Jeans, khaki, other colored denim fabric pants/jeans with waistband, button and zipper are allowed. • NO leggings	• NO athletic style pants (joggers, etc.) • Pants must be neat • Baggy and sloppy pants are not allowed. • No writings/slogans on posterior. • Holes, tears, distresses in jeans/pants may not be above the knee or bigger than a regular-sized Band-aid if horizontal or quarter if shaped like a hole • Jeans, khaki, other colored denim fabric pants/jeans with waistband, button and zipper are allowed.
Shorts	
• Cotton/denim shorts that reach close to the top of the knee (three inches from knee when kneeling) are allowed. • NO athletic wear shorts • Cut-offs not allowed. • Shorts must have a waistband with a zipper and button (khaki, jeans, golf short material). • NO elastic waist shorts	• "Chubbies" not allowed. • Cotton/denim shorts that reach close to the top of the knee (three inches from knee when kneeling) are allowed. • NO athletic wear shorts • Cut-offs not allowed. • Shorts must have a waistband with a zipper and button (khaki, jeans, golf short material). • NO elastic waist shorts

7th-12th Grade Dress Code	
Girls	Boys
P.E. Uniform	
TOPS Any OCS t-shirt is acceptable (no cut-offs) or school-issued sleeveless shirt. Dry fit PE shirts are available to purchase at the link below. SHORTS Must be 7" inseam, black athletic shorts with "Eagle" logo purchased from BSN Sports (link to purchase below).	TOPS Any OCS t-shirt is acceptable (no cut-offs) or school-issued sleeveless shirt. Please email Lindsey Eberts at lindsey.eberts@ocs.org if you would like to purchase a dry fit PE shirt. SHORTS School-approved colors in knee-length style, following handbook policy of 3 inches from kneeling for short length. Please email Lindsey Eberts at lindsey.eberts@ocs.org if you would like to purchase PE shorts.
Hair - Makeup - Caps - Earrings - Tattoos - Misc	
• Color or style must not draw undue attention to the individual. • Pierced ears are acceptable for girls. No body piercing, other than mentioned, is acceptable. • No visible tattoos. • No hats or caps allowed in school buildings during school hours.	• Boys NO painted fingernails • Hair must not be over eyebrows or past the top of the collar and mid-ear on sides. • Must be clean-shaven. • NO ponytails/buns • Boys may NOT wear earrings. No body piercing is acceptable. • No visible tattoos. • No hats or caps allowed in school buildings during school hours.

Water Bottle Policy

Only transparent or colored CLEAR plastic or shatterproof water bottles will be allowed in the classroom. NO GLASS WATER BOTTLES ALLOWED. Water is the only beverage allowed in students' water bottles while students are occupying any school building on the OCS campus.

Spirit Day Dress Guidelines

- Students may not use the cover of a dress up spirit day to violate the dress code.
- Spirit day dress may be innovative but within the theme of the day and OCS modesty expectations.

Assembly and Off-Campus Dress

Ouachita Christian School students are expected to maintain standards of cleanliness, modesty, neatness, and good taste **both** on campus and at school-sponsored, off-campus events.

Assemblies and Awards Programs

See addendum on page 75 of OCS Student Handbook.

[HS] Formal Dress

Formal dresses for girls must meet the following requirements:

- Dress must be one-piece, with no cut-outs
- Dress must not have sheer, nude- or flesh-colored inserts
- Cleavage must be modestly covered
- The back of the dress may be cut no lower than the natural waistline.
- Dress must be floor-length; modest slits (knee length) only.

Enforcement of the Dress Code

All dress code policies are in effect during **official school hours** and **on the entire campus**, with the exception of activity classes or special theme days. While it is understood that school events such as athletic contests are traditionally less formal in dress standards, OCS reserves the right to address dress code extremes and enforce dress code violations if observed at **OCS-sponsored events**. Homecoming ceremony attire is to be OCS appropriate.

Dress Code Violations

Dress code compliance is about **attitude**. We believe that dress standards will be required throughout life. It is our goal to teach compliance and encourage cooperation because it simply is the *right and appropriate course of behavior*. Students who “fight” the system are learning habits that will have negative outcomes into adulthood. Therefore, **dress code** violations will be addressed as follows:

Dress Code Violation Consequences	
Violation	Consequence
1, 2, 3	Warning, recorded in student's discipline record, with immediate correction required. Special attire provided in the principal's office if necessary to correct certain kinds of violations. This attire must be worn for the entire school day on which the violation occurred. Changing out of assigned attire is a further violation, resulting in the assigning of an additional detention.
4	Students are required to wear a specific uniform both to school and school-sponsored activities for a period of five consecutive school days.
5	Students are required to wear a specific uniform both to school and school-sponsored activities for a period of 30 consecutive school days.
6	Students are required to wear a specific uniform both to school and school-sponsored activities for the remainder of the school year. Fifth violations that occur during the last quarter of the academic year carry over into the fall quarter of the following academic year.
7	Dismissal from school.

Specified Uniform for Dress Code Violations

The specific uniform for dress code violations is a collared white dress shirt, gender-appropriate khaki slacks, and dress-code-appropriate accessories (dress shoes). Failure to wear any part of the specific uniform may result in removal from class and all co-curricular activities or additional “days in uniform” until compliance is complete.

Discipline

In considering the development of the discipline code governing the behaviors of Ouachita Christian School students, the overriding theme and one of the most important factors is mindfulness of respect for the dignity of all. As Christians, the members of this school community must consider this their first obligation, and rules and regulations should flow from this concept.

Right to Amend

As stated in the introduction, the school's administration reserves the right to make exceptions to the policies in this document as an individual situation might warrant. The administration may waive any disciplinary rule for just cause at the administrator's discretion. In the very difficult task of managing individual behavior within a group context, the school reserves the right to consider the needs of the individual **and** the greater good of the entire school.

Expectations for Student Behavior

OCS students are expected to maintain Christ-like standards off campus, **seven days per week, 24 hours per day, and 365 days per year**. Failure to do so may result in disciplinary action.

Students are expected to follow the instructions of teachers and other staff, be completely cooperative and refrain from being disruptive.

Respect for others is especially critical for the development of the Christian character and involves the parallel development of self-control. A student must consider the consequences before acting. Therefore, disrespect of a staff member is not tolerated. Disrespect includes, but is not limited to talking back, arguing, etc.

The Expectations of an OCS Eagle are:

- Eager to learn
- Accountable for actions
- Go the extra mile
- Love God, Love People
- Embrace excellence in **Academics and Athletics**

Developing Christian Character

In the development of Christian character, avoidance of problematic situations is important. Therefore, the school strongly discourages students from the following, as they are not compatible with the goals or the mission of the school:

- Attending immoral movies or dances
- Smoking, drinking, and cursing, and avoiding gatherings that promote/allow these behaviors in and around their facility.

School- Wide Discipline Plan

For students in grades PreK3 through 12th grade, behavioral problems will be handled at the discretion of the administration.

Water Bottle Policy

Only transparent or colored CLEAR plastic or shatterproof water bottles will be allowed in the classroom. NO GLASS WATER BOTTLES ALLOWED. Water is the only beverage allowed in students' water bottles while students are occupying any school building on the OCS campus.

Food in Classrooms

No food is allowed in the classroom. All food is to be consumed in the breezeway or The Table.

[Elem-HS] Threat Protocol (Involving Enrolled OCS Student)

The Administration takes every report of a threat seriously. We want every child to be safe at school and their family to know that we are doing everything possible to keep them safe.

If we receive a report of a possible threat, the Administration will:

- Isolate student(s) immediately.
- Contact the Sheriff's Office to send an officer to OCS.
- Contact parent of student involved.
- Gather as much information as possible.
- Investigate with the officer the situation while protecting the rights of students.
- Make a determination with input from the Sheriff's Office.
- Require evaluation of the student by a professional and a letter from the professional stating the student is of no harm to themselves or anyone else.
- If there is no credible threat, we may require counseling sessions with the school counselors.

The Administration will decide the discipline for the student as one of the following depending on our findings:

- Expulsion
- At Home Suspension
- In School Suspension with work days
- Remote Learning
- Probation
- Continued Counseling.

It could be a combination of the above.

[Elem-HS] Behavioral Offenses (Minor and Major)

Minor offenses requiring a conduct mark, verbal warning, seat change, timeout/recess, and possible parent contact:

- Disrespecting classmates
- Disrupting class
- Not prepared for class
- Cell phone not off and stored away
- Disobeying classroom rules (Examples are but are not limited to failure to follow water bottle policy, dress code violations, etc.)

Minor offenses will be handled in the following manner:

1st offense- Private conversation (Contact parents via email or demerit slip about incident.)

2nd offense- Contact Parent (Formal meeting)

3rd offense- Consequences for actions chosen by teacher

4th offense- Office Referral

Major offenses requiring immediate office referral:

- Tobacco/Drugs/ Alcohol
- Skipping class
- Vandalism
- Weapons
- Profanity
- Theft
- Aggressive behavior
- Fighting
- Any sexual offense
- Gross insubordination/ disrespect

All students sent to the administration should have a completed behavioral report when seeing an administrator.

Major offenses will be handled in the following manner:

- **Step 1:** Principal and student will discuss the situation (Parent may or may not be contacted)
- **Step 2:** Principal and student will contact the parent about the situation.
- **Step 3:** Principal will either suspend the student (in- school or out of school) for 1-3 days and/or administer corporal discipline.

Corporal Discipline

When deemed appropriate and/or necessary, the administration and staff may administer corporal discipline. Another staff member must witness corporal discipline. The staff member administering the discipline must file a **Discipline Report** (with the principal) and have it signed by the witness.

- Another staff member must serve as a witness.
- The staff member administering the punishment must file a discipline report with the principal.
- The report must be signed by the person administering the discipline and the witness.

The use of any form of corporal punishment is PROHIBITED without prior written parental consent. Such consent applies only to the school year in which it is given.

Corporal discipline may be administered on the **first offense** for lying, cursing, or showing willful disrespect to an adult.

More Serious Offenses Requiring Possible Suspension or Expulsion

School staff is authorized to hold every student to strict accountability for conduct on or off campus. An administrator may suspend or expel a student who engages in disorderly conduct, including but not limited to the following offenses:

- Is willfully disobedient or intentionally disrespectful of another human being.
- Lies or misrepresents the truth to any staff member.
- Makes an unfounded charge or statement against another human being.
- Uses unchaste or profane language or obscene gestures.
- Engages in Immoral behavior or sexual harassment (see complete policy in **General Information** section).
- Possesses or uses tobacco, alcoholic beverage, or controlled, dangerous substance governed by the Uniform Controlled Dangerous Substance Law.
- Possesses or uses electronic cigarettes and/or cartridges ("Vaping," "Juuling").
- Disturbs the educational process or habitually violates school rules.
- Cuts or defaces school property, including school buses, desks, books, lockers, bulletin boards, restroom or classroom walls, etc.
- Writes profane or obscene language or draws obscene pictures.
- Possesses firearms, knives, or other implements that might be used as a weapon.
- Throws items which could cause injury to other persons.
- Instigates or participates in a fight.
- Violates traffic or safety regulations.
- Leaves school premises without permission.
- Leaves classroom during class hours without permission.
- Is habitually tardy, absent, or truant.
- Abuses the Internet in any manner (see complete policy in **General Information** section)
- Is involved in illegal gambling.
- Becomes pregnant or causes a pregnancy.
- Is charged with any criminal offense.
- Is involved in cheating or other types of dishonesty (see complete policy in **Discipline** section).
- Intentionally sets off an unwarranted alarm.
- Steals (includes books, teacher editions, etc.).
- Possesses and/or views pornography (includes the internet).
- Blasphemes or is in possession of blasphemous materials.
- Threatens, verbally or written, any type of violence.
- Uses cell phone to transmit data during the day.

- Uses school or personal electronics in an inappropriate manner.
- Willfully avoids drug testing, manipulates or assists in falsifying results of such testing.
- Commits any other serious offense not detailed above.

Correction of Student Behavioral Issues

Since most school time is spent in class, teachers are authorized to use professional judgment in the management of students in the classroom. However, if a student management issue becomes serious enough to warrant referral to the administration, the following discipline procedures are applied as determined by the administrator:

In- School Suspension

A student may be assigned in school detention at the discretion of the teacher or administrator. **ATTENDANCE IS MANDATORY.**

Before- School Detention or Saturday Detention

A student may be assigned to before-school detention at the discretion of the teacher or administrator. **ATTENDANCE IS MANDATORY.**

- Student(s) must arrive on time (generally 6:55 a.m.) with a book to read or work sufficient to stay busy the entire period.
- Talking, eating, drinking, sleeping are not allowed.
- Make-up tests may not be taken during the detention period.
- Failure to attend may result in additional detentions, work days, or possible probation or expulsion.

Work Day

Students may be required to be on campus on a day and for a period assigned by the principal to participate in a period of supervised work designed to encourage cooperative behavior. (can include Saturday detention.)

Corporal Discipline

When deemed appropriate and/or necessary, the administration and staff may administer corporal discipline. Another staff member must witness corporal discipline. The staff member administering the discipline must file a **Discipline Report** (with the principal) and have it signed by the witness.

- Another staff member must serve as a witness.
- The staff member administering the punishment must file a discipline report with the principal.
- The report must be signed by the person administering the discipline and the witness.

The use of any form of corporal punishment is PROHIBITED without prior written parental consent. Such consent applies only to the school year in which it is given.

Corporal discipline may be administered on the **first offense** for lying, cursing, or showing willful disrespect to an adult.

Progressive Discipline Procedure

A student who commits **five** disciplinary **violations** during an academic year is placed on **Disciplinary Probation** for the remainder of the school year. A meeting is held with the student and his/her parents to discuss the terms of this probation.

A student placed on **Disciplinary Probation** is allowed no additional **violations** of OCS disciplinary policies for the remainder of the academic year. This **very serious** status is the last step before dismissal from school. Additional disciplinary incidents while on probation may result in immediate dismissal.

An OCS secondary student placed on disciplinary probation **for any reason** is subject to the following restrictions:

- Loss of all currently held leadership or honor positions (class officer, athletic team captain, club or organization officer, National Honor Society, cheerleading or EagleLine officer, etc.).
- Loss of eligibility to run for elected leadership position during the academic year that follows.
- LHSAA rules and regulations along with OCS behavior policies govern continued athletic participation.

Habitual Behavioral Issues

Students who show attitudes or work habits not conducive to the environment of the school may be expelled from OCS or not be allowed to return to the school for the following year.

Disciplinary Intervention for Specific Situations

Cheating and Plagiarism

Students at Ouachita Christian School are EXPECTED to uphold Christian standards of integrity and character. Cheating in any form is not compatible with Christian principles and will be addressed upon any incident. All assignments will be considered individual unless specifically stated by the teacher as group work. All assignments including study guides will be viewed as "graded" (whether or not it is written in the grade book as a grade or for completion) as well as any work that is submitted with your name written upon it. Plagiarism and cheating are not conducive to education and future academic success and will be subject to discipline.

****The examples of activities below include the use of Artificial Intelligence (AI).****

- Taking/copying someone's assignment or a portion of that assignment and submitting it as one's own.
- Submitting material written by someone else or rephrasing the ideas of another without citation.
- Presenting works of others as one's own (parent, tutor, sibling or friend/student, etc.).
- Submitting papers/essays that were downloaded by the internet.
- Providing answers/work to another student whether it is believed it will be copied or not, with or without a grade.
- Copying, duplicating or cut/pasting of assignments that are turned in, wholly or in part, as original work.
- Using a computer/smartphone, calculator, search engine, foreign language translator or ANY other aid to acquire information during an exam without the expressed permission of the teacher.
- Giving or receiving answers for an exam, including allowing other students to look at your test paper. It is every student's responsibility to keep their test paper secure and to keep their eyes on their own paper.
- Taking credit for group work when the student has not contributed an appropriate amount of the final result.
- Accessing tests or quizzes before the event to determine the questions in advance by word of mouth, the actual exam or by sharing answers in any form; theft of or unauthorized access to an exam or quiz.
- Using summaries/commentaries in lieu of reading the assigned materials.
- Submission of false data or citations in a work.
- Sharing of access codes, logins or passwords to computer instruction and exam sites.

Examples of cheating include plagiarism, copying or loaning homework, discussion of specific test or quiz content with another student, possession or perusal of teacher test keys or manuals, etc.

Disciplinary Interventions for Cheating: (occurring on or off campus)

- First offense: Grade of an "F" (zero) on the assignment involved and a Saturday work day
- Second offense (occurring in any course, regardless of the course in which the first offense occurs): Assignment of an "F" [zero or 67] for the quarter in the class in which the cheating occurred
- Third offense: expulsion from OCS for a minimum of nine calendar weeks

Dishonesty: Honesty Policy

OCS believes it is vitally important to teach students in today's society the importance of **being honest** when one makes a mistake, and the importance of **taking responsibility** for those actions. Because of this belief, the honesty policy is designed to provide an incentive to students who self-report a disciplinary violation before the student is questioned by the administration.

- **First Violation:** When a student approaches the administration before any investigation and reports a first violation truthfully, his/her hours of service and days of in-school suspension will be significantly reduced. When a student does not self-report but answers truthfully in questioning by the administration, he/she will receive reduced hours of service and days of in-school suspension, although not to the same extent as if the incident had

been self-reported. If the student neither self-reports, nor truthfully responds to questioning, his/her hours of service and days of in-school suspension will be much more severe.

- **Second Violation:** When a student self-reports a second violation, the student can remain in school under strict guidelines. In addition to the required conference with the parents, the student is required to find a mentor from his/her church (counselor, youth minister, pastor, etc.) and begin a relationship with them to receive help in becoming and remaining accountable for their actions. The student will still be required to complete service hours and in-school suspension.

If the student does not self-report the violation but is truthful when questioned by the administration, the administration will determine whether expulsion is warranted. However, strong consideration is given to allowing the student to stay in school under strict guidelines as set forth above in connection with second self-reporting. Under such circumstances, if expulsion is not warranted, the student is required to complete an increased amount of disciplinary consequences and is required to attend the conference with the parents and establish a relationship with a mentor.

Self-Report Provision

The welfare of students is of the highest importance to OCS. Through the self-report provision, the administration seeks to minimize students' hesitation to obtain help. Students or parents who approach the administration or counselors for general help - without reference to a specific event - will not be subject to disciplinary action, but **will** be required to participate in a risk assessment, follow-up as outlined by the risk assessment, and ongoing drug-testing at the expense of the student's family. Employing this provision for a student may potentially lessen disciplinary consequences if a specific event is later discovered.

Disciplinary Violations (occurring on or off campus)

Students should be aware that certain activities, even outside of school hours or off school property, are subject to disciplinary actions up to expulsion as deemed appropriate by school officials. Activities subject to discipline include but are not limited to misconduct which is, or could be disruptive of the educational process, interferes with the work of the school, is contrary to the mission of the school, impinges on the rights of other students, employees, or members of the school community, or has a direct or immediate effect on the discipline or general welfare of the school, even in the conduct takes place off campus, during non-school hours, or on breaks from school. Such conduct will be evaluated at the sole discretion of the school, and the school reserves the right to deviate from the regular disciplinary process as may be deemed necessary under the circumstances. Some examples of such outside conduct that warrant disciplinary ramifications at school include, but are not limited to:

- Violation of any law
- Purchase, use, or possession of alcohol or any controlled substance
- Use or misuse of computers, or computer websites (personal, home, school) which could or does impact the welfare of the school community or the reputation or function of the school.

Definitions

- On Campus: Possession, distribution or being under the influence of alcohol, nicotine, tobacco or illegal drugs, or possessing drug paraphernalia on campus or at school events.
- Off Campus: Possession, distribution or being under the influence of alcohol, nicotine, tobacco or illegal drugs off school property and at activities unrelated to OCS.

Alcohol/Illegal Mood Altering Drug Use Accountability (occurring on or off campus)

The use of alcoholic beverages or illegal substances is a violation of law and considered by the administration as a major disciplinary offense. Therefore, OCS expects its students to abstain from the use of alcohol and other illegal controlled substances at all times. Possession, use, and or consumption of any amount is considered a violation. Suspension or one or more disciplinary actions, listed below, may be enforced for students who violate the school's expectations related to alcohol and/or illegal controlled substances.

- The student may be required to attend, along with the parents, a one day seminar, counseling, or both at the expense of the parents.
- Students may be assigned projects/programs determined by the school administration (i.e. research paper, work, idea, and service learning projects).
- A one or more game suspension of the next available extracurricular activity/contests.
- Disqualification from clubs/organizations and honors such as but not limited to the National Honor Society.

- Community service hours.
- Probation: Period of probation to be determined by the administration.
- Students who violate the OCS Drug Policy will be subject to random drug testing. The type of test and testing will be at the school's choosing and parents will incur costs related to the testing.
- REMOVAL from OCS
- Any additional consequences the administration or athlete's coaches choose to impose.

NOTE: The administration has the right to adjust any of the above stipulations provided the student exercises the exceptions described in the "Honesty Policy", or if extenuating circumstances, not covered by policy, may exist.

The possession or use of illegal mood altering drugs on-campus or while attending an OCS event may result in immediate dismissal from OCS.

Tobacco Usage/Nicotine on Campus

- The use and/or possession of tobacco and tobacco products (including electronic cigarettes and vaping tools) by students, parents, visitors and employees is prohibited on school property and school events.
- Students violating this policy may be suspended, placed in ISS, and or placed on probation along with suspension from extracurricular activities for a specified period determined by the administration.
- Repeated offenses may result in a doubling of punishments or possible expulsion.

Electronic Devices

[Elem] Elementary Students

- Any electronic devices brought to school must be kept in the student's backpack, turned off, for the entire school day.

[MS] Middle School Students

Middle school students may possess electronic devices at school under the following conditions only:

- The device must be turned off (not silenced) during the school day, breaks and lunch included. The first period teacher has jurisdiction over all electronic devices.
- **Cell phones and smart watches must be placed in the designated shoebag in the classroom room. The electronic device(s) must remain in storage for the entire class period.**
- Electronic devices ARE NOT ALLOWED in the field house.
- Electronic devices may be allowed during the school day only if needed for a documented medical condition or a student is given specific permission in advance for a special activity. In this case, under no circumstances are these allowed to disrupt the learning process.
- Students may bring e-readers (Kindle, Nook, etc.) on campus; however, students will be unable to download reading material on campus.
- Students may not use cell phones in study hall.

[HS] High School Students

- Electronic devices may be allowed during the school day only if needed for a documented medical condition or a student is given specific permission in advance for a special activity. In this case, under no circumstances are these allowed to disrupt the learning process.
- May use their cellular devices, including smart watches, anywhere on campus in the morning before the 7:40 a.m. bell rings and in the afternoon after 2:52 p.m.
- May use their cellular devices, including smart watches, during break and lunch periods. Use is limited to The Table and adjacent breezeway only.
- **Cell phones and smart watches must be placed in the designated shoebag in the classroom. The electronic device(s) must remain in storage for the entire class period.**
- May use e-readers (Kindle, Nook, etc.); however, students are unable to download reading material on campus.

[Elem-HS] Disciplinary Consequences Involving Electronic Devices (occurring on or off campus)

All students' cell phones must be turned off and placed in the designated area upon entering the classroom.

First Offense: The student is assessed a \$20 fine and issued a Disciplinary Report.

Second Offense: The student is assessed a \$20 fine and issued a Disciplinary Report. Student must turn in phone to the principal upon arrival at school. The phone must be retrieved **by the student** from the principal at the end of the day. The duration of this consequence is at the discretion of the principal.

Third Offense: The student is assessed a \$20 fine and issued a Disciplinary Report. The phone may be confiscated for the remainder of the school year.

Multifunctional Electronic Devices

Portable multifunctional electronic devices developed for interaction with access control systems, such as Flipper Zero, etc., are strictly prohibited.

These devices are considered to be electronic thieves. They are able to read, copy and emulate RFID and NFC tags, radio remotes, IButton, and digital access keys, along with a GPIO interface. They can clone small devices that can be programmed to perform wireless attacks on devices in its range, such as iPhones, car fobs, garage doors, digital badges, recover data, clone credit cards, traffic lights based on infrared technology, and digital access keys. The attack is essentially a denial-of-service. By pushing persistent pop-ups, someone can make an iPhone nearly unusable.

Use of such devices is forbidden on campus and in school-related activities. The device will be confiscated, destroyed, and result in suspension or expulsion from school.

Extracurricular Activity Discipline

It is the philosophy of Ouachita Christian School that participation in extracurricular activities at OCS is a special privilege and carries an added responsibility of representing the school in a very unique way.

Alcoholic Beverages/Mood-Altering Drugs

See "Major Disciplinary Violations" section for information. Note: All positive drug tests or subject to re-testing at any time and at the expense of the parents.

Professional Counseling

In the case of any of the above violations, the student may be asked to undergo professional counseling at the parent's expense, to remain a student at OCS.

Agreement

Each school year a copy of this agreement shall be signed by each individual involved in extracurricular activities.

Harassment

OCS desires to maintain a Christian environment in which all students are treated with respect and dignity.

Bullying and Cyberbullying (occurring on or off campus)

Bullying and cyberbullying are specifically prohibited by state law. More importantly, bullying is in direct opposition to Gospel teaching. As such, it is morally wrong.

Definition of Bullying

Bullying is identified as a pattern of one or more of these behaviors:

- gestures, including but not limited to obscene gestures and making faces;
- written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors;
- physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property; and
- repeatedly and purposefully shunning or excluding from activities.

Behaviors Constituting Bullying

Such behavior is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event

Bullying's Effects on Others Including Bystanders

Bullying has the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

Suicide Prevention Hotline: Call or Text 988

Suicide Prevention Website: https://988lifeline.org/?utm_source=google&utm_medium=web&utm_campaign=onebox

Training for School Personnel

All new staff will attend a training program, and returning staff will have follow-up training each year, on the following topics:

- Recognizing behaviors defined as bullying
- Identifying students most likely to become bullying victims
- Use of appropriate intervention and remediation techniques and procedures
- Procedures for reporting incidents to the administration
- Information on suicide prevention, including the relationship between suicide risk factors and bullying

Reporting Bullying

The following may report bullying:

- **Any student** who believes he/she has been the victim of bullying can report to a school official, as can a **Parent/guardian/student who witnesses or suspects** their child or another student is being bullied. The incident must be reported within three school days of occurrence.
- The behavior can have occurred while traveling on a school bus to and from school, or a school-sponsored activity, and during a school-sponsored activity.
- A teacher, coach, counselor or other school employee or volunteer/chaperone may also report bullying.
- The report can be verbal or written. [A Bullying Report Form](#) (linked here) is also available in the FACTS Family Portal or the OCS FACTS Family App, or the front office. The completed form should be filed with an administrator.

The staff member must submit a verbal report to the administration within the same day of witnessing or learning of the incident and file a written report no later than two days after. The form is available at the link above.

Parental Notification

When a report is received by the administration, parents of both alleged victim and alleged perpetrator no later than the following school day.

Investigating and Notification of Reports

The school administration is both morally compelled and legally responsible for investigating a properly filed complaint in a timely manner, within 10 days of filing and notifying the parents of both the alleged offender and the victim according to the law.

Investigation Procedure

Once a bullying report is received, either verbal or written:

- The investigation is to begin the next school day after receipt of the report and completed within 10 school days. If additional information is received after that period, the information will be added to the report.

Student/Parent Interviews

- The parent/guardian of a student under 18 has the opportunity to attend any interviews conducted with their child; the school must attempt to contact the parents three times within 48 hours to provide this opportunity.
- Separate meetings will be held with parents of both parties.
- Parent/ guardian will be notified of potential consequences, penalties and counseling options.

The investigation includes documenting interviews of the reporter, alleged victim, alleged offender and any witnesses and copies or photographs of any visual evidence. A report written at the investigation's conclusion will contain the findings, including input from parents/guardians and the decision of the administration and will be placed in the school records of both

students. Notification of the findings will be made to the person who made the report of the findings and any remedial action if allowable by law. All reports and investigations will be held in confidence unless disclosure is required by law.

Retaliation

Retaliation against any person who reports bullying in good faith, who is thought to have reported bullying, who files a complaint, or who otherwise participates in an investigation is prohibited and subject to disciplinary action.

False Reports

Making false reports about bullying is prohibited and will result in disciplinary action.

Disciplinary and Criminal Consequences

If a determination of bullying is confirmed by the administrators, disciplinary consequences can include but are not limited to

- Loss of privileges
- Professional counseling
- Detention
- Expulsion
- Referral for criminal charges if appropriate (can range from loss of driver's license to more serious punishments)

Hazing (occurring on or off campus)

Hazing in any form is neither tolerated nor consistent with any spiritual, educational or athletic goal at OCS.

- "Hazing" refers to any activity expected of someone joining a student organization that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate.
- Hazing activities generally considered as hazing include physically abuse, hazardous behavior, and/or sexual violation. The specific behaviors or activities within these categories vary widely among participants, groups and settings. Typical hazing practices might include personal servitude, sleep deprivation, restrictions on personal hygiene, yelling, swearing, insulting new members/rookies, being forced to wear embarrassing or humiliating attire in public, consumption of vile substances or smearing of such substances on one's skin, brandings, physical beatings, binge drinking and drinking games sexual simulation and sexual assault.
- Any activity that intimidates or threatens the student with ostracism, subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student, or discourages the student from remaining in school is considered "hazing."
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or OCS policies or regulations is considered hazing.

Hazing in any form will not be tolerated at OCS and will result in disciplinary actions. There may be other disciplinary consequences as well administered by the coach, athletic department, high school principal, and/or president

With the passage of the Maxwell Gruver Act by the Louisiana Legislature, criminal charges and punishments also can occur from behavior that constitutes hazing.

Sexual Harassment (occurring on or off campus)

A vital element of this atmosphere is the Board of Directors' commitment to equal opportunities and the eradication of discriminatory practices including sexual harassment. Sexual harassment is specifically prohibited by state and federal law, and instances of harassment may result in both civil and criminal liability on the part of the individual harasser as well as the Administration. Harassment's destructive impact wastes human potential, demoralizes students, and perpetuates the tendency to further unacceptable behavior. For these reasons, the OCS Board of Directors forbids harassment against any student on the basis of sex, race, national origin, disability, age and/or religion. The School's board, administration, and staff will not tolerate sexual harassment activity by any of its students.

Definition

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature, wherever such harassment occurs on school property, school-sponsored events, or community, that is aimed at coercing an unwilling person into a sexual relationship whether or not it involves physical

contact; or that substantially interferes with a student's academic/social performance, or creates an intimidating, hostile or offensive school environment.

Examples of Sexual Harassment

These may include but are not limited to the following:

- Verbal harassment or abuse of a sexual nature
- Subtle pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications (e.g., a person's body, clothes, or sexual activity)
- Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats
- Display of sexually suggestive objects, pictures, or written materials

Sexual harassment does **not** refer to occasional compliments or welcomed interactions of a socially acceptable nature.

Specific Prohibition

It is sexual harassment for a student to subject another student or a school employee to any unwelcome conduct of a sexual nature. Students who engage in such conduct shall be subject to expulsion or penalties as described herein.

Procedures

Any student who alleges sexual harassment or any other form of harassment by another student should complain to the administration, teacher, coach, or counselor. Filing of a complaint or otherwise reporting harassment does not affect the student's status, extracurricular activities, grade or other assignments.

The right to confidentiality, both of the complainant and of the accused, is respected consistent with the school's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this misconduct has occurred.

In determining whether alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct, and the context in which the alleged conduct occurred is investigated. The administration or designee has the responsibility of investigating and resolving complaints of harassment. All allegations of harassment will be taken seriously and promptly investigated. The administration under the direction of the School's board of directors decides the consequences of those responsible for harassment. Because sexual harassment is spiritually damaging for the perpetrator as well as the victim, the school demonstrates concern for the spiritual direction of both parties.

Technology

Any videoing/photographing on campus with a camera, phone, or ANY equipment is strictly prohibited without permission of the administration. Any uploading of materials to the web (i.e. Facebook, Twitter, Vine, Instagram, etc.) may result in suspension or expulsion. Any manipulation of media (i.e. Photoshop) may result in suspension or expulsion.

Student Activities, Awards, and Recognition

Approximately 95% of Ouachita Christian School students participate in one or more co-curricular activities. The school encourages this level of participation because it is good for each individual's self-esteem and personal development.

Athletics

High school athletic teams compete on the state level as members of the Louisiana High School Athletic Association (LHSAA). The LHSAA does not govern middle school athletics.

Middle School and High School Athletic Teams	
<i>(elementary teams fielded as numbers allow)</i>	
Boys	Girls
Baseball	Basketball
Basketball	Cheerleading
Cross Country	Cross Country
Football	Golf
Golf	Soccer
Soccer	Softball
Tennis	Tennis
Track & Field	Track & Field
	Dance Line (EagleLine)

Athletic Participation

A student who begins participation in one sport cannot quit after the first game of the season and participate in another sport until the season of the first sport has completely ended. Exceptions are considered for sub-varsity athletes with multi-season sports overlap. Decisions are confirmed by the administration.

Concussion Policy

If a coach suspects an athlete has experienced a loss of consciousness, head trauma, dizziness, or anything relating to concussion possibilities, the athlete must be removed from competition immediately. The injured athlete in question must be examined by a physician or qualified health care provider. The athlete suspected of sustaining a concussion or head injury may only return to competition or practice after being evaluated and receiving written clearance from a health care provider for a full or graduated return to play.

Clubs and Organizations

Clubs and organizations offered give each student an opportunity to be involved in something in which he/she can succeed.

Clubs & Organizations		
GROUP	GRADES	SPONSOR/CONTACT
4-H Club	4-6	Audrey Ewing
Art Club	9-12	Mrs. Karen Sharp
Band	7-12	Mr. Keith Welch
Choir	4-12	Mrs. Lea Sheppard (3-8) Mrs. Jenny Benson (9-12)
Fellowship of Christian Athletes (MS) Fellowship of Christian Athletes (HS)	7-8 9-12	Coach Brandon McQuillin
Spanish Club	9-12	Mrs. Anita Hancock
Literary Rally	9-12	Mrs. Amy Williams
National Honor Society (by invitation)	10-12	Mrs. Colleen Brasher Mrs. Patty Ellerman Dr. Mary Skelton

National Honor Society Qualifications:

Students are invited to join Ouachita Christian chapter of the National Honor Society based on their scholarship, leadership, service, and character in and out of school. Membership is open to qualified sophomores, juniors and seniors.

Qualifications and steps in the selection procedure are:

1. Student records, including academic and discipline, are reviewed at the end of their freshman, sophomore and junior years to determine eligibility and continued membership.
2. The academic requirement to be invited to become a member is a cumulative grade point average of 3.85 on a 4.00 scale.
3. A grade point average of 3.85 must be maintained to retain membership.
4. Students that meet the academic and discipline eligibility are invited to join this chapter. They must complete a form that includes evidence of leadership and community service.
5. Each responding candidate is reviewed by a three-member faculty council.
6. Each member will be reevaluated annually in order to retain membership.
7. Members will be required to meet the requirements of the national and local chapter's constitution.

Community Service

Elementary /Middle School

Various service projects are completed in each grade level. For example, fifth and sixth graders serve their community by singing for residents of the Northeast Louisiana Veterans Home and helping at the Food Bank.

High School

Ephesians 4:11-13 calls Christians to prepare God's people for works of service, so that the body of Christ may be built up until all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining the whole measure of the fullness of Christ. In fulfillment of this obligation and our commitment of *Preparing Youth for Time and Eternity*, students in grades 9-12 engage in such activities with classes, clubs and organizations and grade levels. Ninth graders will need to complete 9 hours of community service, 10th graders, 10 hours, 11th graders, 11 hours, and 12th graders, 12 hours of

community service. These hours are achieved using the honor system and must be written down and turned in to the Bible teacher by the last day of school each year.

Eligibility Standards for Co-Curricular Participation

High School

All high school students and middle school students participating in a high school sport are subject to the rules and standards of the Louisiana High School Athletic Association. The same criteria are used for other OCS high school co-curricular activities.

- Students retaining eligibility by minimum standards are subject to a nine-week probationary period in which they must maintain a minimum 2.0 GPA and pass a weekly behavioral evaluation by their teachers.
- Failure to pass the GPA standard and the behavioral evaluation will render the participant ineligible until they pass the next evaluation.
- Evaluations are completed once a week during the probationary period.
- Copies of the LHSAA Handbook are in the administration office.
- Special cases will be reviewed and decided by the administration.

Middle School

Middle school athletics are not under the jurisdiction of the LHSAA and are subject to OCS policy.

- All students participating in middle school co-curricular activities (Cheer, Dance, and Art trips) must maintain a minimum 2.0 GPA while participating.
- No student with an "F" in a class will be allowed to try out or participate.
- Grades will be checked after each nine-week grading period.
- Students failing to meet the 2.0 GPA requirements will be placed on probation for the next nine-week period.
- Students on probation must maintain a minimum 2.0 GPA and pass a weekly behavioral evaluation by their teachers before participating in co-curricular activities.
- Failure to pass the GPA standard and the behavioral evaluation will render the participant ineligible until they pass the next evaluation.
- Evaluations will be done once a week during a probationary period.
- Special cases will be reviewed and determined by the administration.

Middle school students repeating a grade due to failure of that grade will be subject to the above standards and two additional requirements:

- Students will be on probation their entire repeat year.
- During the year, students must maintain a minimum grade of 76.5 in each class as well as maintain good behavior and effort in order to maintain eligibility.
- Special cases will be reviewed and decided by the administration.

Cheerleader and EagleLine Selection

OCS cheerleaders and EagleLine members are selected on the basis of administrative evaluation and talent evaluation. Any and all guidelines listed below are subject to and applied at the discretion of OCS administration. Cheerleaders and EagleLine members at Ouachita Christian Middle and High Schools will be selected and function as follows:

- High school girls going into grades 9-12 will be eligible to try-out for the varsity squad
- The varsity squad will be composed of the girls with the highest scores in the selection process.
- High school girls going into grades 9-12 will be eligible to try out for the EagleLine.
- Middle school girls going into grades 7-8 will be eligible to try out for the middle school cheerleading squad.

- Middle school girls going into grades 6-8 will be eligible to try out for the Junior EagleLine.
- All girls trying out for cheerleader or EagleLine must be re-enrolled for the following year and all financial accounts must be current.
- All monies raised or paid for cheerleading cannot be refunded.
- Cheerleader and EagleLine selection is based upon administrative evaluation and talent evaluation.
- The administrative evaluation will be completed prior to the talent portion and comprise 50% of the total final score. The evaluations will be based on documented discipline reports. Discipline infractions (any write-up) will penalize the candidate two points of the possible 50. Each discipline violation will cost five points. If the administration deems the evaluations too low, the girl will not be allowed to continue on to the talent portion of the tryout. Any girl with prohibitively low administrative evaluations will be notified prior to the talent portion of the tryouts.
- All varsity cheerleader and EagleLine candidates must meet the applicable OCS/LHSAA eligibility requirements required for co-curricular participation.
- All Middle School Cheerleading and EagleLine candidates must have quarter grades of "C" or higher in all core subjects (English; Math; Science; History; Bible) for the quarter immediately preceding tryouts (usually the second or third quarter). No student with an F will be allowed to try out.

Squad Size

The number of girls on the squad will be determined by the natural numerical break in the tryout scores as seen by the administration.

Tryout Order

Tryouts occur in the following order:

- Varsity Cheerleading
- High School EagleLine
- Middle School Cheerleading
- Middle School EagleLine

Other Requirements

- All spirit group members are expected to attend summer camp experiences as required by each squad. This commitment is prerequisite to selection.
- Parent(s) are required to attend a pre-tryout informational meeting each year before a student will be allowed to try out for Cheerleading or EagleLine.
- Spirit group members abide by the same attendance rules as athletes, per LHSAA requirements.

Homecoming Court and Queen Selection

Prior to the homecoming football game each year, students in grades 9-12 nominate Homecoming court attendants. To be eligible for nomination, a student must have been in attendance at OCS for at least one full semester prior to election.

The ballot for attendants and the queen candidates will consist of those girls who receive the most votes in the following manner.*

- 9th grade: 3 attendants
- 10th grade: 3 attendants
- 11th grade: 4 attendants
- 12th grade: 5 queen candidates

****In the event of a tie, the tie will not be broken. Both will be allowed to be on the court.***

Approximately one week before the Homecoming game, grades 9-12 will vote to select the Homecoming Queen from the senior candidates. All voting shall be by secret ballot with no chance for group discussions. A committee appointed by the administration shall count the ballots. No relative of any of the court may participate on the committee.

Kindergarten Escort Selection

The selection of the kindergarten escorts will be as follows:

- Three boys and three girls currently in OCS kindergarten
- Students with both parents as alumni will be given priority. If more than three, students will be in a drawing.
- Students with one parent an alumni would be considered next if needed
- Students of staff would be considered after the above

Junior-Senior Events and Graduation

Baccalaureate and Graduation Ceremonies

At OCS, Baccalaureate and Graduation ceremonies are combined into one event. As a Christian school, OCS places spiritual emphasis prominently during this important ceremony, and dignity and decorum are structured within it. Parents, students, family members, and friends are expected to respect these standards.

The graduation ceremony is a privileged honor and is awarded to those students in compliance with the rules and requests of OCS staff and administration. All graduating seniors are **required** to participate in this important event.

Graduation Night Party

The traditional graduation night or “Grad Nite” party is an OCS-sponsored event. This party is for graduating seniors only. Outside guests are not allowed. The planning and conduct of this event are limited to the direction of the senior sponsors and the OCS administration.

Junior/Senior Banquet

The annual Junior/Senior Banquet is an OCS-sponsored event. This sponsorship includes the traditional after-banquet party. The planning and conduct of the entire evening are solely under the direction of the Junior and Senior class sponsors and must be approved by the high school principal. All OCS dress and behavior policies apply to this event. The OCS administration reserves the right to approve banquet dresses in advance of the event. This is a high school event; middle school students are not eligible to attend.

Each junior and senior is allowed to bring one guest. A guest, if not another OCS high school student, should

- be at least in ninth grade
- be no older than 21 years old
- be aware of the regulations governing the event and that he/she must abide by them.

OCS seniors and juniors do not pay for an entry ticket. A ticket must be purchased for any guest.

Mr. and Miss OCS Selection

Each year the senior class votes to recommend senior boys and senior girls to be considered for the honor of Mr. and Miss OCS. The names are screened by a staff committee which will select the names placed on a ballot and distributed to all students in grades 9-12. The boy and girl receiving the most votes are named to represent OCS as Mr. and Miss OCS. In case of a tie, a run-off is held. Any student on disciplinary probation is not eligible.

Student Activity Sponsorship

Because sponsors must accept responsibility for ensuring that all activities contribute to the purpose and aims of the school, students must work with and through sponsors in the planning and conduct of all activities. No decision can be made and/or communicated without the expressed consent and approval of the head sponsor. Sponsors must get all activities, including expenditures and fundraisers, approved by the administration before planning the event.

Student Recognition

To recognize students for their achievements, the school hosts end-of-year awards ceremonies for grades 1-12. These awards are given at these ceremonies. The school notifies only parents of students who will be recognized with awards via text (should it say email) before the ceremony.

Dress Code for Assemblies and Awards Programs.

Ladies must wear dress pants (NO dresses or skirts) except in the case of a religious exemption to any OCS assembly (Awards, NHS, Chapel Programs where they are featured, etc.) Young men should wear dress pants.

Elementary Awards (1st-5th Grades)

First through fourth graders qualify for Honor Roll by satisfying one of the following requirements:

Green Club (B Honor Roll): Maintaining an 84.5 or higher average in all subjects for the year.

Gold Club (A Honor Roll): Maintaining a 92.5 or higher average in all subjects for the year.

Soaring Eagle Club: A student who has not made a B in any subject for the entire school year.

Top AR Scorers: The students in each grade with the highest earned AR points for the year.

1st-4th Grade Most Christlike: Student(s) in each homeroom selected by their peers who represent Christian ideals in their behavior toward others.

5th Grade Spirit of OCS, Male and Female: Male and female student(s) in each homeroom selected by their homeroom teacher who represent Christian ideals in their behavior toward others.

Middle School Awards (Grades 6-8)

Highest Average Awards: Student(s) with the highest average each grade, in each of the following classes:

6th/7th/8th Grade English

6th/7th/8th Grade Science

6th/7th Grade History

8th World Geography

6th/7th Grade Math, Pre-Algebra

8th Grade Basic Algebra I

8th Grade Algebra I H

6th/7th/8th Girls Bible

6th/7th/8th Boys Bible

6th Grade Reading

6

6th/7th/8th Spirit of OCS, Male and Female: Male and female student(s) selected by their teachers who represent Christian ideals in their behavior toward others, exemplary attitudes and work ethic and academic progress.

High School Awards

Algebra I

Algebra I H

Algebra II

Geometry H

Geometry

Advanced Math I H/Math 1011

Spanish I

Spanish II

Spanish III

French I

French II

French III

English I H

English I

English II H

English II

English III H

Biology H

Biology II H

Chemistry I H

Chemistry II

American History

Statistics

Computer Science

World History

9th/10th/11th Girls Bible

9th/10th/11th Boys Bible

Art I H

Art I

Art III H

Fine Arts Survey

Piano II

Piano III

Senior Awards

Most Christlike, Male and Female: Male and female senior(s) selected by senior teachers who represent Christian ideals in their behavior toward others.

Outstanding Student-Athlete: This award is given by the administration to a male and a female athlete who have attained high academic achievement while competing in multiple sports.

All-State Academic Teams: The LHSAA All-Academic Award Program recognizes the academic excellence of senior student-athletes who have attained a 3.5 grade point average or higher by placing them on the Composite All-Academic Team or Class All-Academic Team.

The following awards are given at Senior Awards per sport if they have been released to the school by the LHSAA. At the time of the ceremony, some sports have not completed their seasons and therefore the information is not available.

Class Team: The Class Team is composed of student-athletes with a six-semester GPA of 3.5 - 3.999. These students will receive a certificate from their school. These students will be listed after the state event of that sport.

Composite Team: To earn Composite Team honors, a student-athlete's six-semester GPA must have an un-weighted 4.00. The composite team (all un-weighted 4.0 students) will be honored at the LHSAA state events. All-Academic awards will be honored by your student-athlete's school. The students who will be recognized are now listed on the website. These students cannot even have an "B" on their transcript. Note: Honors classes are not considered.

Valedictorian and Salutatorian(s): The senior with the highest weighted OCS GPA is recognized as Valedictorian, and the senior(s) with a minimum 5.00 weighted GPA are recognized as Salutatorian(s).

Highest Average Awards: Senior(s) with the highest final average in each of these subjects:

English
Bible
Fine Arts
History
Mathematics

National Honor Society: The seniors with membership in NHS and who will wear recognition stoles at graduation

Scholars Banquet: The seniors selected to be honored at the Ouachita Parish Scholars Banquet

Other Awards: If a university, college, or organization contacts the school to recognize seniors at the event, these awards are included.

Sunday Morning/Evening and Wednesday Night Activities

Ouachita Christian School will not participate in school activities on Sunday mornings/evenings or Wednesday nights unless mandated by the Louisiana High School Athletic Association to meet LHSAA deadlines. The administration must approve any exception to this policy. During special events requiring travel, (cheerleader camps, basketball camps, play-offs, etc.), great care will be taken to provide appropriate worship opportunities.

Student Handbook Addendum

2024-25

Illness Policy, Effective September 9, 2024

Students should not attend school if any of the following conditions are present:

- A fever over 100.0° Fahrenheit (F) – Your child can return to school after they have been fever-free for 24 hours without fever-reducing medications.
- Diarrhea
- Throwing up- Your child can return to school after they have been free from vomiting for 24 hours without anti-nausea medications.
- Coughing that disrupts normal activity
- Wheezing or shortness of breath.
- Severe pain from earache, headache, sore throat, or injury that prohibits normal activity.
- Yellow or green drainage from the eye(s)
- A new rash – Check with your child's doctor or health care provider before returning to school.

Assemblies and Awards Program Dress Code, Effective January 13, 2025

For school-sponsored assemblies, banquets, and awards ceremonies, **young ladies** may wear dress pants and dress code appropriate tops or dresses that meet the following guidelines:

- Dresses must be to the knee or 3 inches from the floor when kneeling.
- No keyholes in front or back of tops or dresses.
- No lowcut necklines in front or back of tops or dresses.
- No off-shoulder dresses or tops.
- No spaghetti straps.
- No halter tops.

Young men may wear dress pants or dress jeans with no holes, tears, or rips and a collared shirt.