



Orion Christian Academy

Student Handbook

2025 – 2026

Educating for Eternity

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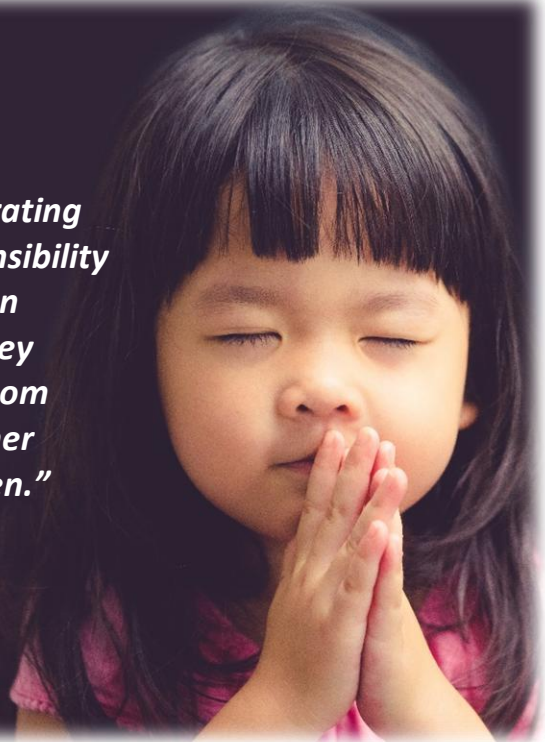
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Welcome to Orion Christian Academy, an online school committed to making God the center of education. We believe a proper education balances excellence in academic knowledge with the mastery of practical skills and the maintenance of a healthy body and spirit. Through proper balance we hope to help each student find and develop his/her God-given talents. We believe that home is the first and best school, and a Christian School is a support to the parent's efforts. By providing love, discipline, and encouragement at home as well as in school, each child is given a safe and welcome haven in which to develop and grow into the men and women God needs to lead the next generation.

"The training of children constitutes an important part of God's plan for demonstrating the power of Christianity. A solemn responsibility rests upon parents so to train their children that when they go forth into the world, they will do good and not evil to those with whom they associate. ... The father and the mother should be the first teachers of their children."
Child Guidance, page 21.



Please take time to thoroughly read this Handbook. We have tried our best to make it as clear and concise as possible. Following the General Information section below, you will find the topics listed in alphabetical order. However, if after reading this handbook, you have questions, please don't hesitate to contact us. (You will find our contact information on the cover of this Handbook).

May God bless you as you seek to educate your child for His honor and glory!

General Information

Location: Orion Christian Academy (OCA) is located in the quiet town of Norman Park, Georgia, about three hour's drive southwest of Atlanta and one hour northwest of the Florida border. The school's headquarters are housed on the first floor of the Administration Building of Norman College, which is also the headquarters of the American Union of the Seventh-day Adventist Church Reform Movement, International Missionary Society.

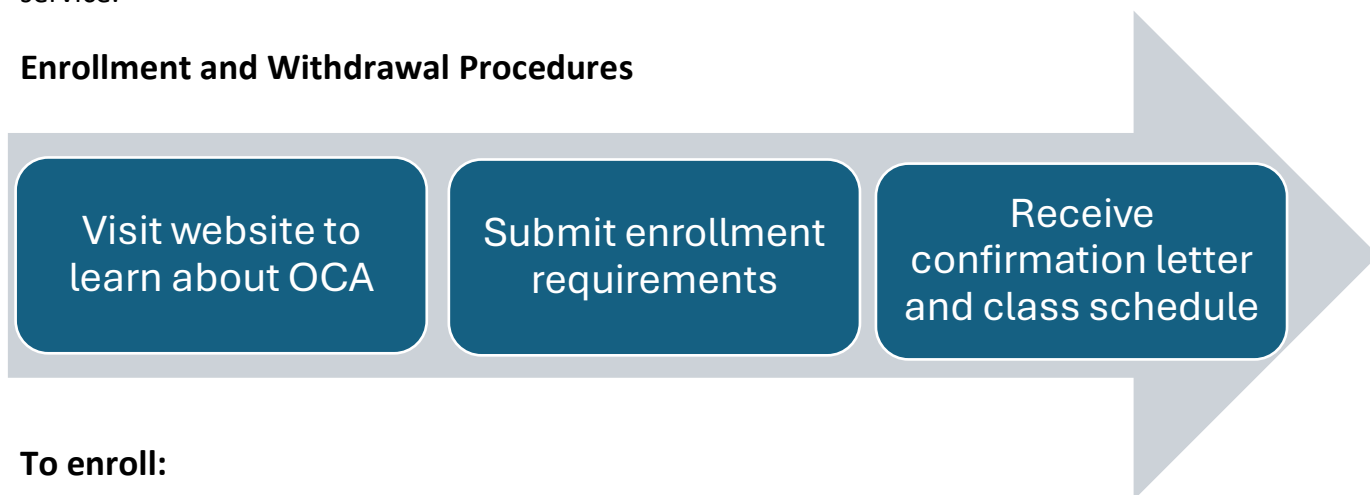
Purpose: OCA exists to provide quality, God-centered education to help protect our students' innocence, preserve their minds and moral values from erroneous teachings and practices, and prepare them to proclaim the gospel message to a dying world.

Nondiscrimination Policy: The basis for all OCA instruction stems from the Judeo-Christian values written in the Bible. For this reason, students of any race, color, religion, national and ethnic origin, or socioeconomic status are warmly welcome.

Vision: OCA's overall vision is to strengthen and develop the budding faith of children and youth and lead them towards baptism and Christian ministry through Orion's online education, curriculum, and established learning centers in various locations around the world.

Goal: To assist families with providing their children a Christian foundation through education and to help our students discover and develop their own God-given talents for a life of Christian service.

Enrollment and Withdrawal Procedures



To enroll:

- 1) **Visit the OCA Website:** Read the information presented there about our teaching philosophies and practices.
- 2) **Ask questions as needed:** Contact one of our regional representatives for more information or the person who has referred you to Orion.

- 3) **Submit Application Form:** OCA welcomes applications from all students ages 4-17. If you decide that OCA is suited to your family, complete the online application form – including any extra classes desired, such as art, cooking, choir, or guitar – and submit it directly through the website along with your child’s birth certificate, Photo Release Form, and the enrollment fee (if applicable). It is also possible to print out all required documents and mail them to:

**Orion Christian Academy
P.O. Box 199,
Norman Park, GA 31771
USA**

PLEASE NOTE: Enrollment forms and re-enrollment forms **MUST** be submitted before the deadline to avoid late fees!

- 4) **Download New Student Information:** Please take a moment to download the new student documents from the **DOWNLOAD** page on our website. These forms include:

- General Welcome Letter
- Recommended School Supply List
- School Calendar: Choose either Track 1 (September through June) or Track 2 (January through October). Some events overlap.
- Photo Release Form: This form allows OCA to publish your child’s photo on our social media pages, in videos, or in printed publications. We will not ever share or sell your child’s photo without your written permission.
- Student Volunteer Form: All students in Grades 9 – 12 are required to volunteer 50 hours per academic year they are enrolled. More details are provided in the section entitled “Graduation Requirements”.

To withdraw: Please complete the withdrawal form on the website. Please note that academic credit is given only for fully completed semesters. **All tuition and fees must be paid plus curriculum and/or borrowed items returned before withdrawal can be finalized and grades released.**

Academic Information

Attendance: Promptness and dependability to online classes are important to your child's character development and education. Attendance records are kept. If your child must be absent or tardy, please submit a written explanation to your teacher before or following any absence. Chronic absences damage your child's education and are an interruption to the other students' learning. If a teacher determines too many absences have accumulated, you will be contacted.



Awards: We like to reward the efforts and growth of each child. We encourage our students to strive to achieve their best in all things. Rewards are given often throughout the day and throughout the year. Three big awards are each year and are listed below.

*Honor Roll: Beginning in first grade, each student who receives grades no lower than a B- on his/her report card will be placed on Honor Roll for that semester. A certificate will be awarded to each honor student at the end of each semester.

*Principal's List: Beginning in first grade, each student who receives grades no lower than an A- on his/her report card will be placed on the Principal's List for that semester. A certificate will be awarded to each honor student at the end of each semester.

*Character Awards: Growth in character is of greater importance than academic growth. When a student shows outstanding growth in areas such as patience, Christian leadership, forgiveness, responsibility, gentleness, organization, self-discipline, honesty, respect, or Christian attitude, he/she will be given a Character Award at the end of each year, highlighting this growth.

Curriculum: Our traditional, Bible-based curriculum consists of what we consider the most effective educational materials on the market. We draw from a variety of sources; however, the bulk of our teaching curriculum is provided by: Ignitia, Abeka Book, Inc., and Bob Jones University.

Each year, the following core subjects are taught: Bible, English (which includes phonics/reading, writing, grammar, spelling and public speaking/recitation), math,

history/geography, science, physical education, and modern languages (French, Spanish, ESL). The following subjects are also taught, as we are able: choir, instruments (guitar), gardening, art, and cooking.

Grading and Report Cards: The standard grading system used for all subjects is as follows:

A+ 97%-100%	A 94% - 96%	A- 90% - 93%
B+ 87%-89%	B 84% - 86%	B- 80% - 83%
C+ 77% - 79%	C 74% - 76%	C- 70% - 73%
		F Below 69%

Report cards are issued each semester. Individual parent conferences are held midway through each semester. Additional conferences will be held as needed or requested.

Passing the Grade: In order for your child to pass the grade in which he/she is presently enrolled, he/she must show academic proficiency and growth in all subjects. Any failing grades received on your child's report card jeopardize his/her chances of passing the grade. Based on the number of failing grades shown on your child's report card over the course of the school year and the progress made during that time, the teachers will determine whether or not your child will be promoted to the next grade level.

Testing: In order to chart student progress and identify areas in need of improvement, standardized tests are administered to the following grade levels – Grade 5, Grade 8, Grade 10. Testing is also available by parental request. All testing is administered online through proctors from Bob Jones University. Families of students who will be tested must pay an additional \$45.

Graduation: After successfully completing all required academic work plus the required volunteer time and projects, all qualifying students are invited to participate in the graduation ceremonies held on the school grounds or online at the end of each academic year. Graduating classes include students in Kindergarten, Grade 5, Grade 8, and Grade 12. Families of students graduating at an in-person graduation ceremony will be charged a graduation fee to help cover graduation expenses. All graduating seniors, whether online or in-person



Discipline

All students will be disciplined using age-appropriate, child-appropriate measures, and following the steps outlined in Matthew 18:15-17. Students who have a rebellious spirit and habitually influence other students in a negative way will be subject to dismissal from the school. Dismissal, however, will only occur after much prayer and consultation with the student and his/her parents or guardians.



Financial Information

OCA tuition rates and payment arrangements vary by region and country. Your local rates will be given to you in your OCA tuition statement. When additional children are enrolled from the same family, a 5% discount is given for all subsequent children.

Payments must be prompt! Late payments create financial difficulties for the school in paying our teachers and meeting our financial obligations. OCA is not funded by any church or outside organization. It is your responsibility to pay your child's tuition. If payment is not received in a timely manner, even if no tuition statement has been sent to you, your child's lessons may be blocked and classes.

Although tuition fees cover the majority of OCA's operating expenses, there are some extra costs that are outside of the required monthly payments. These are listed on the following page. Please review them carefully and plan accordingly.

Additional Costs:

- Choir Fee (\$50 per year)
- Guitar Classes (\$50 per year)
- Textbooks (TBD - book costs will be added to your tuition statement at the beginning of the school year)

- Standardized Test Fee (\$45)
- Graduation Fee (\$30)
- Outings and excursions (TBD)

There are three ways to pay your tuition:

1. Pay for the entire school year in one payment and receive a 5% discount. Payment must be received prior to the start of each school year.
2. Pay in equal monthly installments over the 10-month period.
3. Pay in equal monthly installments over a 12-month period in order to lower the monthly rate.

Financial Aid

It is vital that full tuition be paid for each child attending OCA. This enables us to pay our overhead, invest in quality educational tools and curriculum, keep school equipment operating and up-to-date, and pay our teachers a fair salary.



Your child's education should be one of your highest priorities. Providing a quality education may sometimes require sacrifice. Budgeting, self-denial, and simply eliminating unnecessary expenditure will help you to cover your child's tuition.

In cases of extreme financial hardship, OCA may allow a reduction in tuition. In order to be considered for financial assistance, please request and complete an "Application for Financial Assistance Form" and submit all required income and expense documentation for board review. A donor will be sought to supplement the amount you are unable to pay.

All individual financial arrangements are kept strictly confidential and will be reviewed annually.

General Rules

Each student is expected to:

1. Show respect to God and His Word in word and action.
2. Show respect for all teachers, staff, and classmates. This includes: not talking out of turn in class or interrupting while the teacher is teaching.
3. Attend all classes, regularly and on time. Be early so no one must wait for you to join. Remember that teachers have tight teaching schedules. Be considerate of their time.
4. All student cameras must be on upon entrance, and remain on during the class, unless given permission to turn it off. The student's name should be clearly visible when entering Zoom classes so teacher know who is entering.
5. Each teacher will have specific rules for his/her classes. Obey all class rules.
6. Be well-groomed and dressed appropriately. Even though you are home and in a more informal setting, make it a habit to dress neatly every morning, make your bed, and clean your room before begin your schoolwork. No pajamas allowed during class times.
7. Be honest in your work. Do not copy your answers from other websites or from other people. Do not use AI to do your assignments, solve your math problems, or write your essays. Make an effort to always do your best. Ask questions when you don't understand something. Remember, what you get out of a class is directly proportional to how much effort you put into a class.

Holidays

Because OCA is an international school, specific national holidays are celebrated on an individual basis. Families may choose to take holidays off, and are welcome to do so, however, please understand that classes will continue and assignments will be assigned. There are vacation days that are scheduled for all staff and students. These dates are listed on the school calendar. During these days, no classes will be scheduled or classwork assigned.

Parental Involvement

The success of your child at OCA depends largely on parental involvement. OCA is a **fifty/fifty** partnership between parents and the school. Children need to know someone cares about how they do in school. Some of the ways you can help your child are:

- Pray for your child.
- Pray for your child's teachers.
- Ask your child how he/she is doing in school and what he/she is learning.
- Check up on his/her progress by reviewing his/her online work and/or communicating with the teachers.
- Set up a regular study schedule and be available to help if needed. Make sure schoolwork is completed and no questions are skipped.
- The place where your child completes his/her schoolwork is important. Select a quiet, comfortable place with good lighting and minimal distractions for each child in your family. Store your child's schoolbooks and/or school supplies in this location so that everything your child needs is easily accessible during school hours.
- Contribute time and/or supplies during special school events.
- Attend parent/teacher conferences.
- Set up a reward system for good grades or academic accomplishments.
- Supervise your child's computer/internet time.
- Install child guard software on your computer or devices to protect your child from wandering onto inappropriate websites.
- During Zoom classes, students should have their cameras on and be in a quiet location separated from other siblings, without distractions, however, parents should always be available for supervision.

School Schedule

Shortly before classes begin, your child's school schedule will be emailed to you. Please print this schedule and post it in a visible place so both you and your child know when his/her classes

are held. Add independent work times to class schedule ... Add that as students get older, they should learn to work independently and take over the responsibility for their own education as much as possible, with parents remaining mindful that ultimately, they are always responsible for their children's education.



Students are expected to join classes on time and be ready to stay for the entire class period. This means that students should not leave to use the restroom, get water, or to go look for school supplies.

However, even before their Zoom classes begin, each school day should start in your home with family Bible reading, prayer, and a healthy breakfast. Prayer and good nutrition are vital for learning.

Classes Shortened/Cancelled:

Occasionally it may be necessary to shorten or cancel a class without much

notice due to a teacher's unexpected emergencies (e.g. severe illness, death in the family, inclement weather, etc.) On these days, students are expected to complete their work independently.

The Whole Student

The staff at OCA will do everything within their power to help your child succeed. However, we are only a small part of what determines the academic progress of your child. Factors such as diet, sleep, parental involvement, church attendance, TV/media influences, and others, far outweigh our efforts here. The next few sections are very important; please read them carefully.

Dietary Guidelines:

"Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God."

1 Corinthians 10:31

Following the original diet given by God to man in the Garden of Eden (Genesis 1: 30) and exemplified by Daniel 1: 8-20, OCA promotes a vegan diet, low in sugar, without artificial colors or ingredients, and very few processed foods. It has been found that a simple diet makes digestion a much easier task for the body to perform and allows more energy to be used for thinking and learning.



Phone/TV/Media Influences

Limit! Limit! Limit! Remember, your child's primary responsibility during childhood is to learn and prepare for the responsibilities of adulthood. Help your child gain the important life skills that will help him/her succeed in real life. All media activities must be secondary.

Media Guidelines: We believe in allowing children the freedom to develop their God-given individuality without the bombardment of media pressure. Since children's bodies are growing and developing, they need physical exercise to strengthen muscle and bone and improve circulation to all parts of the body. Therefore, we strongly recommend curtailing, or even completely eliminating the use of TV, video games, and certain types of music in your home.

Internet, TV programs, and video/computer games are best if they have an educational emphasis. However, many children spend too much time being entertained and not enough time participating in real-life activities. It is damaging to a child's development to sit still for long periods of time, intently focused on TV, phone, or computer screens. Children's eyes need to rest by looking at faraway objects in real sunlight. Their gross and fine motor skills need to be employed in practical hands-on activities and physical labor. Educational video games or TV programs or videos should only be allowed as a short reward (30 minutes to 1 hour only) after a day filled with an abundance of physical activity.

Childhood is the time God has given to build the foundation for adulthood. Children should be encouraged to spend their after-school time engaging in practical life-building skills such as cooking, laundry, hands-on hobbies, housecleaning, yard work, etc. These types of activities will strengthen their concentration abilities, improve their problem-solving skills, build self-esteem,

and, most importantly, develop responsible students and, ultimately, responsible and independent adults.

The type of music a student listens to has a profound effect on a child's attitude toward you as parents, us as teachers, and life in general. Many contemporary lyrics incite a spirit of rebellion, depression, infatuation with the opposite sex, and premature independence. Other lyrics espouse romantic themes not appropriate for developing minds and morals. Many artists themselves lead immoral lives and become role models of immorality. Calmer music styles result in calmer, less impulsive, less rebellious students. Wholesome lyrics fill the students' minds with honorable things to think about and emulate. Please select and enforce appropriate music standards in your home.



***“Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things.”
(Philippians 4:8)***

Sleep

Students need a regular, early bedtime. Benjamin Franklin was right when he said, “Early to bed, early to rise, makes a man healthy, wealthy and wise!” Early bedtimes will help your child think more clearly, keep a better attitude, concentrate for longer periods, and stay healthier.

Personal Grooming

No uniforms are required, however, these may be included as part of a school function. For all OCA events, the standards* of health, Christian modesty, and simplicity are our guidelines for what to wear at all school functions and presentations.

- Hair must be clean and neatly arranged – hair is not allowed to hang into the eyes. Boys are required to keep their hair trimmed, so as not to extend below the shirt collar or the ears. Students may not dye their hair or have hairstyles that are not in keeping with the Biblical principles of simplicity.
- Fingernails are to be kept trimmed and clean.
- Shirts are to be tucked in at all times, unless designed to be worn over skirts or pants. In these cases, the shirt must be long enough to cover the midriff when the arms are extended above the head.
- Makeup and jewelry are a distraction from the purity and simplicity of the gospel message. Please avoid or limit these items.
- Clothing promoting messages that are decidedly non-Christian in nature. Clothing displaying the following are considered inappropriate: bad language, violence, sex, drugs (or anything drug-related), movie and/or music stars.

Dress code violation consequences: Students who violate the dress code requirements may be asked to leave a school event and/or lose privileges.

* Note: These standards apply during all public functions, as well as school field trips!

Conclusion

May God bless your family as you seek to educate your child/children for the honor and glory of God. We look forward to working with you. If, at any time, you have questions or concerns, feel free to reach out to any of our staff members. Please also follow us on our social media platforms to keep up to date with what is happening in the classrooms. God bless you!