





**ORLANDO  
JUNIOR  
ACADEMY**

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Orlando, Florida  
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***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

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STUDENT NO. \_\_\_\_\_



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## HISTORY OF ORLANDO JUNIOR ACADEMY

Orlando Junior Academy (OJA) was established in 1906 to provide quality elementary education in a Christ-centered environment.

In 1925 the school moved from the Florida Hospital campus to its current location. This move provided four classrooms for grades 1 through 8. God's hand is clearly seen through the different expansion phases that have taken place at Orlando Junior Academy. With the last expansion in 2000, there are classrooms for grades Pre-K through 8. The campus also includes a Library, Gymnasium, Music Department, Computer Lab, and cafeteria.

### MISSION STATEMENT

To provide an environment where children will receive a quality Christian education by offering a balanced physical, mental, spiritual and social program.

### PHILOSOPHY

We believe in an education that provides not only mental and physical discipline, but emphasizes the development of a character that gives rise to conduct marked by integrity, loyalty to God and country, volunteer services, self-discipline, tolerance, reverence, civic, and religious responsibility.

The educational philosophy of Orlando Junior Academy is held in common with other institutions of the Seventh-day Adventist School System.

### GENERAL OBJECTIVES

1. To lead the student to a knowledge of God.
2. To acquaint the student with the joy of service to others.
3. To assist in the formation of a noble Christian character by placing great emphasis on life's spiritual values.
4. To provide an educational environment in a spiritual atmosphere that encourages academic excellence.
5. To help the student understand and practice the principles of healthful living and recognize that physical fitness is the foundation for any achievement in life.
6. To help each child develop his/her full potential in academic, spiritual and social areas.

### STATEMENT OF FAITH

Seventh-day Adventist beliefs are Bible-based and Christ-centered. The Seventh-day Adventist Church has [27](#) [28](#) fundamental doctrines. Those who would like further information may request a free copy of the book [Let's Get Acquainted](#) from the OJA office.

### ACCREDITATION

Orlando Junior Academy is fully accredited by the Southern Union Conference of Seventh-day Adventists Department of Education, the Florida Conference of Seventh-day Adventists Department of Education and the Florida Association of Academic Non-Public Schools (FAANS) which is recognized by the State of Florida.

## SCHOOL AFFILIATIONS

Orlando Junior Academy is a private, non-profit, Seventh-day Adventist school operated by three Seventh-day Adventist Churches (Florida Hospital, Kress Memorial, and Orlando Central). It is governed by a School Board and the Department of Education of the Florida Conference of Seventh-day Adventists.

## ADMISSIONS

### NON-DISCRIMINATION POLICY

Orlando Junior Academy admits students of any nationality or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students as outlined in this handbook.

### RELIGIOUS AFFILIATION

Orlando Junior Academy was established to educate children of the Seventh-day Adventist Church.

### CONSTITUENCY POLICY

Students who belong to one of the Orlando Junior Academy constituent churches will be given priority admission until May 30.

### ADMISSIONS CRITERIA

The family of a prospective student should understand and support OJA's Mission Statement, Philosophy and Objectives. The family is also encouraged to support the work of OJA through prayer, volunteer service and financial contributions.

### VOLUNTEER SERVICE

As part of our admissions policy, parents must agree to volunteer at least 10 hours to OJA as part of the commitment to service.

### ADMISSION PROCEDURES

New and returning students are required to complete all documents as required by the application process **prior** to being admitted.

All new students must present a copy of their Birth Certificate, Social Security card, and updated immunization form from the Florida State Health Department. They will also need a physical exam completed in the State of Florida unless they have had a physical exam out-of-state within one year of registration at OJA. Children will be given a class assignment upon receipt of all documents and accepted by the Admissions Committee.

An Admissions Committee reviews each student application. For new students, the Admissions Committee reviews records from previous schools, tests, interviews, recommendations and other pertinent data. All new students granted admission will be on probation for nine weeks before being given regular status. Students are expected to follow the behavior guidelines and regulations of this school.

Students are enrolled at OJA for one year at a time. Students are invited to return to OJA in succeeding years if

they are supportive of school policies and benefiting from the spiritual and academic missions of the school.

## **ENTRANCE TESTING**

All new students will be given an assessment test in reading and math prior to admission. Testing assists in determining placement for the student.

## **ENTRANCE AGE**

It is required that children entering Pre-K be at least 4 on or before September 1 of the current school year. Kindergarten students should be 5 on or before September 1. First graders should be 6 on or before September 1.

## **WITHDRAWAL**

Withdrawal of all students must go through the school office. Prior notification is needed to give time to secure interim or final grades from the teacher, turn in books and be cleared through the business office. Records will not be released until these steps are completed and there is no outstanding balance in the business office.

## **PLACEMENT**

The OJA Admissions Committee is comprised of persons from administration and teacher representatives. This group considers placement carefully and has the best interest of each child in mind.

## **CURRICULUM**

### **ACADEMICS**

The curriculum at all levels reflects the philosophy and objectives of Seventh-day Adventist education. It incorporates an awareness of the principles of human growth and development, encouraging, guiding and sustaining the students as they seek to understand themselves and to relate to their fellow human beings and to their Creator. The textbooks and course material used throughout the school are in compliance with the recommendations of the Office of Education for the General Conference of Seventh-day Adventists.

Programs offered at OJA include instruction in the academic areas of math, language arts, reading, physical and life sciences, health and safety, physical education, and social studies. Other areas of study include religion, computer science, music, and communication skills. These are taught with the objective of developing character, witness and service abilities, physical and social skills and career and work responsibilities.

### **ACCELERATED MATH PROGRAM**

OJA offers Algebra I to 8th grade students provided they have met all other math requirements. Students enrolled in Algebra I will receive High School credit provided they receive a grade of B or higher and pass a proficiency test.

### **COMMUNITY SERVICE**

Teachers offer a variety of community service activities during the school year which provide services to senior citizens and those in need.

### **HOMEWORK**

Each teacher has an individual homework plan. Parents are encouraged to check with their student's teacher for more details or the internet once we have provided you a password.

## **LIBRARY**

The OJA library is available to all students. All students will have access to the library on a weekly basis to check out books and do research. Damaged or lost books are the responsibility of the student and his/her family.

**OJA reserves the right to make curriculum changes at any time in consultation and approval from the Florida Conference Education Department.**

## **GRADES**

### **GRADE REPORTS**

The school year is divided into four nine-week periods. At the end of each period, a grade card indicating the progress of the student is sent home with the student, mailed to the parent, or may be given at the parent/ teacher conference. Final grades are recorded on the student's permanent record. Transcripts of these grades are issued by request in accordance with published financial policies.

### **GRADING SYSTEM**

In 1st and 2nd grades, a letter grade of Excellent, Satisfactory or Not Satisfactory is used to indicate the child's performance. The same letter notations are also applicable in other grade levels for certain non-core classes.

Following is a listing and definition of the letter grades used in grades 3 through 8.

A	90-100%	Consistently superior work
B	80-89%	Above average work that evidences application above requirements
C	70-79%	Average work that meets minimum course requirements
D	60-69%	Poor work that fails to completely meet minimum course requirements
F	0 - 59%	Failure that indicates lack of application or neglect of meeting course requirements
INC		Incompletes may be raised to any grade upon completion of course requirements
WP		Withdraw passing
WF		Withdraw failing

## HONOR ROLL/ PRINCIPAL'S LIST

Students in grades 6-8 will be eligible for principal's list. In order to make principal's list a student must exemplify good citizenship, attendance and have all A's on quarterly report cards in all subjects. Students in grades 3-8 will be eligible for honor roll. In order to make honor roll a student must exemplify good citizenship, attendance and have A's and B's on quarterly report cards in all subjects, with no C's, D's, or F's. Students who earn A's and B's but receive one C on quarterly report card will be placed on honorable mention. Students who earn these rewards will receive recognition.

## ACADEMIC PROBATION

Students with two or more D's, or students with one or more F, will be considered to be on academic probation for at least four and one-half weeks.

## INCOMPLETE AND FAILURE

A grade of "incomplete" is given when, for legitimate reasons such as illness or other approved emergency, the student is unable to satisfy the requirements of the course. In that case, when the incomplete has been removed, full credit will be given for the work done.

Incomplete should be removed within two weeks after the end of the grading period. Failure to do this will result in the recording of an "F" for that period.

An "F" grade may be received for excessive absences. (See Absence Policy)

## STANDARDIZED TEST

The Iowa Test of Basic Skills is given to students Grades 3-8 in the fall of the school year to determine their academic achievement.

## D.I.B.E.L.S. (Dynamic Indicators of Basic Early Literacy Skills)

This non-standardized assessment is given three times a year to students in grades Kindergarten through 3rd to determine their progress in acquiring the early literacy skills and to plan instruction as needed.

## GRADUATION

Students in the 8th grade are required to complete necessary course work and receive a passing grade in each subject before receiving permission to participate in the graduation ceremony. Students receiving grades of "I" or "F" must satisfactorily complete course work necessary to remove such grades prior to graduation.

## ATTENDANCE & TARDY POLICY

Orlando Junior Academy strongly encourages regularity and promptness in school attendance. All planned absences should be arranged through the school office prior to the absence. Absences that are excused include death in the family, illness, or doctor's appointment (with original doctor's excuse) and Florida Conference sponsored activities.

It is not advisable for parents to take their children out of school for vacation or for other reasons that can be avoided. It is recommended that medical appointments be scheduled after school or during vacation. Absences are generally harmful to student progress and may be reflected in their grades.

If your child will be absent, please call the school office prior to 8:00 a.m. so the teacher may be informed.

A student who is tardy sixteen days or absent as many as nine days during a nine week period, for whatever reason, may be given a grade of F (Fail), U (Unsatisfactory), or N (Needs Improvement).

## EXCUSED ABSENCES

Schoolwork may be made up for excused absences with no grade penalty. Students will be given one day (from the day of return) for each day of absence to make up work. In order to receive an excused absence, students should bring a note from home explaining the absence. In the case of illness or a doctor's appointment, a doctor's note is required.

## PRE-ARRANGED ABSENCES

To receive an excused absence for an essential family trip, the parent or student must request permission to be absent by letter and return it to the child's classroom a minimum of one day prior to the absence. Planned absences should be kept to a minimum. If the student does not give advance notice, the absence may be counted as unexcused. Missed work will be outlined on the return of the student.

## TARDY POLICY

Students are expected to be in their seats and ready to begin class when the bell rings at 8:00. For student safety, parents will have to accompany to the office any child arriving after 8:00. When five unexcused tardies are accumulated per nine weeks, a fine will be charged (\$5 for the first five tardies and \$2 for each tardy after five) these charges will be placed on your bill.

All excuses for absences or tardies should be in written form from the parent or guardian. A student arriving after 10:00 a.m. will be considered absent for the morning session. Arrival after 1:30 p.m. constitutes an absence for the afternoon session. A student taking early dismissal from the class program before 1:30 p.m. will be recorded as absent for the afternoon session.

## ASSIGNMENTS (MAKE UP WORK)

At the discretion of the teacher, make up work for absences will be allowed. The teacher is not required to assist with make up work for students taken out of class for vacations or other reasons not classified above as legitimate. The responsibility for make up work rests on the parent and student. The attendance, along with citizenship and scholarship grades, becomes a part of the student's permanent record.

## PERFECT ATTENDANCE

Students are encouraged to have good attendance with minimal tardiness and absences. Students with no

absentees, tardiness or early dismissal days (excused or unexcused) will be recognized and awarded at the end of the year.

## **EARLY STUDENT PICKUP**

All parents coming during school hours to pick up students should come directly to the office. The office personnel will be responsible for calling the student from class. The individual picking up the child should complete the early pickup logbook in the office.

If a student must leave school early, a written note stating the reason is to be brought from the parent and turned into the teacher before school begins. This is a courtesy, which allows the teacher to plan his or her day. The school attendance register is marked appropriately according to the time when the student leaves. Please note early pick up could affect the child's attendance record (see Attendance and Tardy Policy).

## **PARENT INVOLVEMENT**

Parents play a vital role in the educational process of Orlando Junior Academy. Parents visiting the campus or school events are asked to set an example for students in their conduct, speech and dress and to refrain from smoking. Parents are encouraged to assist in various volunteer areas that will aid both students and teachers such as: room parents, field trip chaperones, classroom aides, monitors, club sponsors, tutors, special activities, library aides, publication editors, school committee members, and athletic helpers.

**Volunteer Service.** As stated under the admission section, parents are expected to volunteer at least 10 hours per year in service to the school.

**Open House** is held at the beginning of the year to allow the parents to meet the teachers in their child's grade.

**Parent/Teacher Conferences** are held at the conclusion of the first and third quarters to review and distribute report cards and other pertinent data. Parents are urged to attend.

**Parent/Teacher Meetings** may be scheduled by appointment. Please feel free to call and make an appointment with a teacher if you have any questions concerning your child's progress.

## **HOME AND SCHOOL ASSOCIATION**

All parents are members of the Home and School Association. The goal of the Home and School Association is to promote Christian education, raise funds for the school, be a liaison between the home and the school, and to provide assistance as needed with school programs.

## **COMMUNICATION**

### **SCHOOL VISITATION PROCEDURE**

All visitors and parents are required to register in the office and receive a visitor's pass.

If a parent wishes to visit or conference with a teacher, an after-school appointment must be made. The teacher is required to give full attention to their students immediately before, during, and immediately after school hours for supervision and instruction.

Deliveries of messages and lunches will be handled from the office to maintain classrooms that are as free from disruptions as possible.

## **SCHOOL NEWSLETTER**

The Jaguar's Roar, OJA's official newsletter, is published monthly during the school year. The paper is sent home on the first Friday of each month. The newsletter includes information on all upcoming school activities and any changes in the school program. The school will make every effort to publish necessary changes in the newsletter ahead of time. Parents are urged to read the newsletter each month and stay informed of all school news and activities.

## **TELEPHONE**

Pupils will not be called from class to answer the telephone except in cases of emergency. Students will be expected to allow teachers or the office personnel to assist them to solve their problems before calling out for help. All phone calls made from the school will be restricted to emergencies. The students must obtain permission from the classroom teacher and office personnel before using the telephone. The office personnel will monitor the use of the telephone.

## **GRIEVANCE PROCEDURES**

The common goal of Christian teachers and parents can be more readily achieved when a friendly, open relationship exists between the home and the school. When a problem arises between parents and teachers, the following reconciliation procedures, based on Matthew 18 and 1 Corinthians 6, should be used for resolving the problems.

**Step One.** The parent should first talk, privately and confidentially, with the teacher and attempt to resolve the problem.

**Step Two.** If the problem is not resolved, the parent should ask the school administration to become involved.

**Step Three.** If the problem still is not resolved, the parent may request that the school board chairperson work with the administration to bring about a resolution.

**Step Four.** If the problem still is not resolved, the parent may request a hearing by the school board.

**Step Five.** If the problem still is not resolved, the parent may request the Conference Superintendent of Education to assist in bringing about a resolution.

**Step Six.** If the problem still is not resolved, the matter may be taken to the Florida Conference K-12 Board. The decision at this level shall be considered final.

## **FINANCIAL INFORMATION**

### **REGISTRATION FEE**

The registration fee is charged each year for all students (Pre-K through eighth grade). It includes the cost of student accident insurance, textbook fees, library fees, testing and administrative expenses.

### **REGISTRATION REFUND**

If a student withdraws within the first two weeks of the opening day of school, 50% of the registration fee is refunded; students withdrawing within six weeks will receive a 25% refund. After six weeks, no refund will be given.

### **CONTRACTED STATUS**

Financial arrangements are contractual between OJA and the parent/guardian. Any requests for changes are to be made in writing and submitted to the Business Manager.

### **SUPPLY FEE**

Students may be charged a fee to cover common supplies that are provided to all students. The supplies depend upon the grade level, but may include such things as paper, pencils, crayons, etc. See individual class itemized sheets for exact charge and supplies.

### **TUITION**

All tuition will be paid through FACTS Tuition Management. Payments will be made by a bank draft from your bank account or by credit card. OJA will only receipt tuition payments in advance for the full year or for a semester. All other charges (aftercare, gymnastics, etc.) will be billed by OJA.

### **TUITION DISCOUNTS**

A monthly discount is given to families with more than one student enrolled in the school. Parents who pay tuition in full at the beginning of that school year are also given a discount.

### **TUITION REFUND**

Students withdrawing from school within the first 15 days of a month will be charged just half a month's tuition. Anyone withdrawing after the fifteenth will be charged for the full month.

### **MILK PURCHASE**

During registration, parents have the option to pre-pay for milk for their child's lunch for the entire school year.

### **TEXTBOOKS**

Reusable textbooks will be rented and consumable books/workbooks sold to the students. The price of these books is covered in the registration fee. Students will be billed the replacement cost of lost or damaged books.

### **TRANSFERRING ACADEMIC CREDITS TO ANOTHER SCHOOL**

If a student withdraws from Orlando Junior Academy and enrolls in another school, it will be necessary for the parent to notify OJA, giving a forwarding address. The student's cumulative record will be forwarded to the new school upon written request from the school, and the completion of all

financial obligations up to the time of withdrawal. Orlando Junior Academy reserves the right to withhold transcripts due to unpaid accounts.

### **MISCELLANEOUS COSTS**

After Care  
Hot Lunches  
Field Trips  
Private Music Lessons  
Gymnastics  
Athletic Teams  
Tardy Fees  
School and sports pictures

### **RETURNED CHECK**

There is a \$25.00 fee charged for all checks that are returned by the bank.

### **OVERDUE ACCOUNTS**

If an account is two months in arrears, a student will be asked to withdraw from the school until the account is brought to a current status. All final grades, student information and scholastic records will be withheld until the balance is paid in full.

Students who have unpaid accounts remaining from the previous school year will not be re-registered until the account is paid. Students owing an account to another school will not be admitted to OJA until the account has been paid or satisfactory arrangements have been made.

## **STUDENT CONDUCT**

School is a place for learning. Students are expected to behave in a way that allows themselves and others to learn. The goals of this discipline policy are as follows:

1. Create a positive learning/teaching environment
2. Encourage responsible behavior
3. Lead each student to become a self-governing individual
4. Maintain respect for staff, peers and self
5. Instill a desire for Christian behavior
6. Reflect the principles of OJA
7. Ensure the safety of staff and students
8. Abide by the student conduct code and school policies at all school-related activities

### **PROHIBITED ARTICLES**

Tobacco in any form, alcoholic beverages, illicit drugs, narcotics, knives, guns, matches, mace, explosives of any kind, fire crackers, ammunition and pornographic materials are prohibited articles. Any student in possession of any one of these articles will be suspended from school and brought to the School Board for possible dismissal from OJA.

Other prohibited articles include skateboards, playing cards, beepers, gang-related paraphernalia, radios, Walkmans, TV's, and Game Boys. These are not permitted on school property or at school activities and will be confiscated.

Cell phones are prohibited from use during class. Any cell phone found being used during class will be confiscated.

## READING MATERIAL

Because the influence of books and literature is so profound, we expect our students to choose positive and enriching reading material.

## SEARCH POLICY

Personal property, lockers and students shall be subject to search when, in the opinion of the administration, such is necessary. By enrollment of the student, his or her parent or guardian understands this rule and consents to its enforcement.

## SUBSTANCE ABUSE POLICY

The goal of OJA is to provide an environment that stimulates academic and spiritual growth. Substance abuse interferes with a student developing to his/her potential and, therefore, will not be tolerated. We expect our students to follow a drug-free policy, on campus and at off-campus school-related activities which include but are not limited to:

1. Being under the influence of mood-altering substances, alcoholic beverages or illegal drugs.
2. Possession of drug-related paraphernalia
3. Abuse of prescription or over-the-counter drugs by any student
4. Selling or distributing drugs
5. Possession or use of tobacco

Any infraction of this policy will result in disciplinary action including dismissal from OJA.

## SEXUAL HARASSMENT POLICY

The goal of OJA is to provide an environment that stimulates academic and spiritual growth. Sexual harassment interferes with a student's developing to his/her potential and, therefore, will not be tolerated. We expect our students to follow a "hands-off" policy on campus and at off-campus school-related activities that include but are not limited to:

1. Inappropriate touching
2. Making comments of a sexual nature in the classroom
3. Unwelcome sexual advances
4. Telephoning students at home to solicit a social relationship
5. Engaging a student in a sexually oriented conversation
6. Requests for sexual favors
7. Other verbal, nonverbal, or physical conduct of a sexual nature

The concept of "legitimate nonsexual touching" is recognized. Sexual harassment does not include acts such as hugging a student who has achieved a goal or consoling a student with an injury or disappointment.

## GENERAL DISCIPLINE

**Respect for Property & for Others:** Respect for self, teachers and other students, and for property, is the expectation for students at OJA. Any behavior that reveals a lack of respect is defined as disruptive behavior since such behavior seriously impairs or severs relationships and produces a negative learning atmosphere.

**Fighting:** There is zero tolerance for fighting.

**Suspension:** is the process of removing the student from the classroom to allow him/her time to consider their behavior and how it may be corrected. This may be in-school isolation or at-home suspension.

**Detention:** Students may be placed on after-school detention based on the teacher's, principal's or designee's discretion. During detention, a student is kept after school hours to complete assignments not finished during the day or to perform work-related activities on campus.

**In-School Suspension:** A student is present at school but does class work away from other students. Other privileges for social contact will be withdrawn at that time also.

**Probation:** Probation is considered major discipline. Each individual is treated separately and probation may vary considerably. If it is necessary for a student to be placed on probation, the details will at that time be explained.

**Expulsion:** If a student's behavior makes it necessary, he/she will not be allowed to remain as a student at OJA.

## STUDENT EXPECTATIONS

Students are expected to be at the appropriate place and time to receive instruction. A consistent breach of these expectations is defined as distractive behavior. At the beginning of each school year classroom rules will be distributed to parents and students.

## CORPORAL PUNISHMENT

The use of corporal punishment is not an approved method of discipline at Orlando Junior Academy.

## TECHNOLOGY POLICY

OJA is proud to give computer access to its students. However, computer access at OJA is a privilege, and its purpose is for education and academics.

1. Due to inappropriate material and malicious software (such as viruses and spyware) Internet use will be limited to authorized websites only.
2. For the safety of our students, they are not allowed to use any chat software or website, or any instant messaging service, software or website at any time.

3. Since the Internet is an ungoverned entity, no student will be allowed to give out personal information about themselves, peers or faculty and staff.
4. Students are not permitted to use computers without supervision.
5. No software of any kind (downloaded or brought by any media storage type) is to be installed in any computer without permission from OJA faculty.
6. Computer users must respect the privacy of others. Accessing, copying, deleting or modifying someone else's folders or files will not be tolerated.
7. Any attempt to access restricted areas of the school's network is prohibited.
8. Any inappropriate material accessed, downloaded or brought through any media type will not be tolerated.
9. Damaged or infected media (such as diskettes, CDs, portable storage drives, etc.) are not to be used at OJA.
10. Students are not to move, disassemble, disconnect, or attempt to repair any hardware, unless instructed by faculty.
11. Students are to respect and treat with care all technology property.

Violations to this policy will result in immediate disciplinary action and/or partial or complete suspension of computer privileges.

## DRESS CODE

Dress should be modest and void of a sloppy or careless appearance. The Administration reserves the right to interpret these dress guidelines.

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| <b>Shirts</b>              | Long or short sleeved Polo shirts - navy blue, red or white. All shirts are to be tucked in. OJA Shirts with logo optional.  |
| <b>Blouses</b>             | Blouses must be white and may be worn ONLY with the jumpers. (Kindergarten through 3rd grade only.)  |
| <b>Pants</b>               | Uniform pants. NO EXTERNAL POCKETS. Khaki or Navy Blue. Capri-style pants are permitted. Pants are to be worn above the hips and sized properly.   |
| <b>Belts</b>               | Students in grades 1-8 will be required to wear belts when there are belt loops on the shorts or pants. Brown, navy blue or black only. Belts are not mandatory for those in Pre-K and Kindergarten. |
| <b>Shorts</b>              | Uniform. NO EXTERNAL POCKETS. Khaki or navy blue. Acceptable lengths are mid-thigh to just below the knee. No lengths extending to the mid-calf.   |
| <b>Skirts &amp; Skorts</b> | Khaki or navy blue. Modest - acceptable lengths are mid-thigh or longer.   |

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|--|--|
| <b>Jumpers</b>                           | Khaki or navy blue. Modest - acceptable lengths are mid-thigh or longer.   |
| <b>Shoes</b>                             | Closed shoes only with non-marking soles. (Shoes that will not leave black marks on the gym floor).  |
| <b>Make-up</b>                           | Natural, unobtrusive is acceptable.  |
| <b>Jewelry</b>                           | Jewelry is not to be worn.   |
| <b>Hair</b>                              | Boys' hair should be clean, well managed, natural color, non-distracting and off the collar and ear. The hair should not touch the eyebrow(s) in normal wear position, with no tails or ponytails. Girls' hair should be clean, well-managed, natural color, non-distracting and not an extreme cut. |
| <b>Sweaters, Vests &amp; Sweatshirts</b> | OJA sweat shirt or a solid colored sweat shirt of navy blue, red or white, with no writing. The shirt collar will be worn outside of the sweat shirt. Sweaters and vests will be navy blue, red or white.  |

**Sun glasses, head coverings, hats, caps and coats are not allowed.**

## STUDENT HEALTH & SAFETY

### STUDENT ILLNESS/ACCIDENT

Parents must not send their child to school if he/she has been vomiting, has a temperature above normal, is suspected of having a contagious condition (impetigo, ringworm, chicken pox, pinkeye, lice, flu, etc.) or has not sufficiently recovered from an illness. A 24-hour wait period after the temperature has returned to normal is recommended before allowing the student to return to school.

If a student becomes ill or has an accident at school, immediate action will be taken to ensure the child's safety and well being. He/She will be sent to the office and a parent will be notified. Be sure to notify the office of any change in work or emergency numbers to insure contact. If your child is not feeling well before school, keep him/her at home. Many illnesses are contagious and in fairness to all, sick children belong at home.

### PRESCRIPTIONS

Florida law does not allow school personnel to administer medication without explicit written instructions. This includes prescription and non-prescription medication. At times, a physician will instruct a parent to use an "over-the-counter" medication or a parent will know the symptoms and realize that an "over-the-counter" medication will help their child's illness. The following medication procedure will allow school personnel to administer non-prescription and prescription medication:

1. A form, available in the office, stating the child's name, medication, dosage, time to be administered, and parent signature, must be completed for all

prescription and non-prescription medications (including cough drops and lozenges).

2. The medication **must come to school in the prescription bottle or manufacturer's package, including a dosage instrument.**
3. Medication must be carried directly to the office. Medication may not be kept in the student's lunch box, locker, or on his person, including cough drops and lozenges. This is a violation of Florida law.
4. Medication records become a part of the student's cumulative records.
5. Parents of students with known medical conditions need to provide the school office with proper medication (i.e. asthma inhalers).

## **INSURANCE**

Orlando Junior Academy carries accident insurance on each child enrolled. The cost of this insurance is included in the registration fee. The school is responsible for only the amount covered by this accident insurance. Parents are urged to carry additional insurance to supplement the amount covered by the school.

## **D.C.F. REGULATION**

The State of Florida Department of Children and Families requires school personnel to carry on a program that will be safe for all children at all times. The staff members are required by law to report any suspected incidents of child abuse to the nearest DCF child abuse center.

## **FIRE DRILLS & OTHER DISASTERS**

Fire drills are conducted regularly. Procedures for other disasters can be obtained from the school office.

## **LEAVING THE SCHOOL PROPERTY**

Because of the need for student protection and the school's general liability, no student is permitted to leave the school property at any time after arriving on the school grounds and before dismissal at the end of the day without making satisfactory prior arrangements at the office and with the teachers directly involved.

## **SCHOOL CLOSINGS**

Disasters that require the closing of school will be handled through television and radio stations. Messages concerning school closings will normally be announced early in the morning of each closing. OJA will follow the decisions for closing made by the Orange County School System. Parents will be notified if OJA re-opens before Orange County Schools.

Information regarding school closure can be heard on radio stations Z88.3, 580 WDBO and local television stations. We will make every attempt to update our website: [www.oja-sda.org](http://www.oja-sda.org) with current information.

## **STUDENT DIET**

The diet of a student has an important influence on learning. Parents need to provide a balanced breakfast and nutritional lunch. Vegetarian lunches can be purchased at the school.

## **ATHLETIC DEPARTMENT POLICIES**

## **ASSOCIATIONS**

Orlando Junior Academy is a member of the Florida Christian Athletic Clubs (FCAC), the Florida Adventist Sports League (FASL), and i-9 Sports.

## **ELIGIBILITY AND GRADES**

OJA after-school athletes are Christian students first and athletes second. The student athlete is a Christian leader in our school and communities. Therefore, Jaguar athletes are held to a high level of accountability. The OJA Athletic Department and participating sports leagues establish eligibility guidelines. These guidelines are constructed to assure that all after-school athletes are performing at a satisfactory level to pass their grade requirements.

## **ACADEMIC GUIDELINES**

### **D, F, & I POLICY**

Physical Educator will check with teachers on a weekly basis on the academic progress of student athletes. Students progress will be measured weekly at the end of school day Thursdays. If student fails to maintain proper academic progress Academic Probation will start the next school day (Friday) and will last seven days.

Students who have a D, or F in any subject will be placed on Academic Probation and are permitted to practice only with sports teams.

Students who have an Incomplete (I) in any subject will be placed on Conditional Academic Probation. Students on Conditional Academic Probation will meet with classroom teacher and physical education teacher to set up appropriate timetable for Incomplete to be resolved. Failure to resolve will result in Academic Probation. Proper accommodations will be made for students with Individualized Education Plans.

### **3 STRIKE POLICY**

Each week that a student is on Academic Probation is considered a strike. Only three strikes are permitted each grading period (nine weeks). Grades must be resolved at the culmination of the third strike. Failure to do so results in removal from athletics for the remainder of the grading period.

## **CITIZENSHIP GUIDELINES**

OJA also requires its students to be off Behavioral Probation to participate in Athletics. Students on Behavioral Probation are ineligible for the duration of their probation. Ineligibility means that the after-school athlete is not involved by any means with after-school athletics.

## **SPORTSMANSHIP CODE**

Fighting and swearing will be grounds for dismissal from the team. Parents/Guardians and spectators are expected to conduct themselves in a Christian and respectable manner toward coaches and players. Those who fail may be asked to leave by coach, referee, or Athletic Director.

## **PHYSICAL AND MEDICAL FORMS**

Each athlete is required to have an annual sports physical medical examination before the beginning of any sport. Sports physicals must be dated on or after June 1, prior to current school year. This form is filed and will be good for an entire school year for all sports. No student may participate in any practice without turning in a current physical form from a physician.

## **LEAGUE FEE**

All athletes will be charged a uniform, equipment, and league cost fee for each sport. This fee is necessary to cover all expenses for participation in sports leagues. Fees must be paid prior to athlete participating in the sport.

## **GENERAL INFORMATION**

### **AFTER SCHOOL CARE**

Parents are required to pick up their children at dismissal time or enroll them in the after school care program. The program provides supervision for children who cannot be picked up when classes are dismissed. Aftercare begins 30 minutes after dismissal and ends at 6:00 p.m., Monday-Thursday and at 5:30 p.m. on Fridays. There is a late pick-up fee of \$15 per 15 minute interval after 6:00 p.m., and the same charge after 5:00 on Fridays.

### **BEFORE SCHOOL CARE**

For the convenience of those parents who have to go to work early, the school offers Before School Care starting at 7:30 a.m. No supervision is available before 7:30 a.m., therefore parents arriving before 7:30 a.m. must stay with their child until the supervision team is on duty at the designated waiting area. Students are not to wait in front of the school unsupervised. The service after 7:30 a.m. is offered to parents and students based on necessity. Students attending this program are required to remain in the designated area and remain under supervision of the assigned personnel until dismissed.

### **DISMISSAL PROCEDURES**

Any student not picked up by the end of the dismissal period is required to go to the After School Care program and will be charged for it. Students will not be permitted to remain in any area of the school unsupervised.

The method of transportation for a student should be indicated during registration. Any deviation from that form of transportation should be made in writing to the school. Students may not deviate from the indicated form of transportation without permission from their parent. All students who walk or ride bicycles are expected to leave the school immediately upon dismissal.

## **CHAPEL**

Chapel programs are conducted weekly for all students, teachers, and aides. Teachers, students, and special guests lead in the programs. The purpose of chapel is to unite our school family as we share in academic, spiritual and social activities. Parents are welcome to attend.

## **HOLIDAYS**

The school is closed for the following holidays: Labor Day, Thanksgiving, Christmas, New Year's, Martin Luther King Jr. Day, and Presidents' Day. For more information, refer to the annual school calendar provided upon registration.

## **HOT LUNCH**

Orlando Junior Academy offers a hot lunch program each full school day of the year. Students may purchase the school lunch or bring their own lunch. Drinks may be brought from home or purchased from the juice machine. Milk will be distributed at lunch time to those who have pre-paid for the year. In case of an emergency, a lunch may be charged. Money for this charge is to be brought in the following day. To charge a lunch, the parent/guardian must send a signed note or phone the office.

## **LOCKERS**

Students in 7th & 8th grade will be assigned lockers and locks must be rented from the school office. Lockers are to be used only for storage of books and clothing. At the end of the school year, lockers must be cleaned and left unlocked. Lockers not cleaned will be assessed a \$20 cleaning fee.

## **LOST AND FOUND**

The school will hold lost and found items for a two week length of time. However, after time and effort is made to identify the owner, the items will be given to a local Thrift Store.

## **PERSONAL PROPERTY**

The school is not responsible for money or other valuables kept by the student at school.

## **REMOVAL OF ANNOUNCEMENTS**

Removal of announcements and posters is the responsibility of the person placing the item and should be removed as soon as the event has taken place. Tables or other furniture moved should be promptly replaced and not left in hallways.

## **CHANGES TO HANDBOOK**

In order to serve the best interest of the school, its students and its standards, OJA reserves the right to make changes to this Student Handbook at its discretion.