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# Orlando Junior Academy: Home of the Jaguars

## History

Orlando Junior Academy (OJA) was established in 1906 on the campus of Advent Health, (formerly known as Florida Hospital). It was begun by Adventists in the Florida Conference to offer a profitable and meaningful education for its constituent families. OJA is open to all young people whose purpose is to prepare to be productive citizens and who have a sincere desire to build relationship with Jesus Christ while serving their fellow men.

The educational complex of the school originally accommodated students from kindergarten through ninth grade in fourteen classrooms. Currently, the school runs from Voluntary Prekindergarten (VPK) to eighth grade; and houses a gymnasium, band and choir rooms, music studios, engineering room, technology lab, and kitchen and playground areas. The school is located at 30 East Evans Street on the corner of Evans and Formosa in the College Park neighborhood of Orlando. From this strategic location the school serves the Adventist and local constituency of the metropolitan Orlando area.

## Philosophy of Faith

Orlando Junior Academy is a Seventh-day Adventist institution that believes in the Lord Jesus Christ as Savior of the world and in the brotherhood of the human family. OJA subscribes to the creation of all creatures as males and females made in the image of their creator and conducts its campus in accordance with this ideal. Students enrolled are encouraged to practice the golden rule as stated in Luke 6:31 “Do unto others as you would have them do unto you”.

## Philosophy of Education

The philosophy of education subscribed to by OJA is based on inquiry and exploration as modeled by the example of Jesus Christ in the temple when He was young (Luke 2:46). Through His example, individuals associated with OJA strive to live a life worthy of His calling and to

emulate His values of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (Ephesians 4:1; Gal. 5:22-23). These values are developed through service, involvement in the community, and through the relationships built with others (Mark 10: 43-45; 1 Tim. 6:18-19).

All students are encouraged to ask questions, create, think critically, explore, collaborate, tinker, and persevere while positively impacting the community. Faculty and staff strive to empower students to follow Jesus and become resilient and curious connectors, learners, and leaders in an ever-changing world. Students are inspired to make an impact on the world by exploring real-world challenges.

## Mission Statement

The mission of Orlando Junior Academy is to develop in its students a love for learning and a joy of service while following Jesus.

## Vision Statement

To change the future one heart at a time.

## Value Statements

As a school, Orlando Junior Academy values the following:

- Presenting the teachings of the Bible in a manner that nurtures the development of a relationship with Jesus Christ as personal Savior and Friend.
- Promoting Adventist Christian values in a well-rounded education program of excellence that encourages community service and citizenship.
- Continually seeking to implement best and innovative education practices and technology to maximize each student's learning experience.
- Teaching students to be thinkers and not mere reflectors of the thoughts of others.
- Encouraging healthy habits in each student.

## Accreditation

Orlando Junior Academy is fully accredited by the Southern Union Conference of Seventh-day Adventist Department of Education, and Middle States Association of Colleges and Schools (MSACS), a national accrediting body.

## School Affiliations

OJA is a private, Seventh-day Adventist, non-profit school operated by the Florida Conference of Seventh-day Adventists and governed by a school board.

## Non-Discriminatory Policy

Florida Conference Seventh-day Adventist schools admit students of any race, color, ethnicity, national origin, gender, and sexual orientation. Our schools do not discriminate on the basis of any of the aforementioned categories in decisions for admission, discipline, or application of educational policies. We promote a sharp focus on learning and caring while requiring all students to adhere to behavioral expectations set out in a strict code of conduct supported by the biblical beliefs of the Seventh-day Adventist Church.

# I. Admissions

The Orlando Junior Academy Admissions Committee is comprised of school administration and faculty representatives. Individuals from the school board with an education background may be invited to sit with the committee.

At OJA, every effort is made to ensure that each student is the right fit before awarding acceptance to the school. The admissions process provides prospective families with the opportunity to explore the school. Admissions decisions will consider the applicant's previous school records, evaluation gained through the social and academic screening, and information gathered from the application form as well as interviews with parents and students.

The state of Florida mandates that on or before September 1 of the current school year, students entering pre-k must be at least 4 years old; students entering kindergarten must be 5, and

students entering 1<sup>st</sup> grade must be 6 years old. Students who turned the mandated age after the cutoff day will remain in the lower grade for the duration of the school year.

## Admissions Procedures:

### Step 1: Application

Begin the online application process by first creating an account with FACTS on the school's website ([www.discoveroja.com](http://www.discoveroja.com)). You will receive an email containing a verification link, and once you have verified your email address you select Create a New Student Application.

### New Student with Sibling at OJA:

For families who already have an account because they have students attending OJA, simply log into your family portal, go to APPLY/ENROLL on the left side navigation, then click on Application and follow the steps.

During the application process you will be asked to upload the following documents:

- Copy of Birth Certificate
- Most recent report card and test scores
- IEP/504 plans, if applicable

You will also be required to complete the following:

- Pay application fee (non-refundable)
- Schedule placement testing
- Request a tour of the school.
- Submit email addresses for two recommendations from the following:
  - a. One Administrator (Principal, Vice-principal, or Guidance Counselor)
  - b. Homeroom Teacher or Math/English Teacher.

Our online application system will automatically notify each person listed for referral. Once the referral form is complete and submitted back to the school you will receive a notification email.

Your complete application will be taken to the Admissions Committee, if selected to continue with the enrollment process you will receive an email with enrollment information.

Parents wishing to continue with the enrollment process are required to provide the following:

- Immunization record (DH680)
- School physical (DH3040).
- Copy of parents' driver's license

Step 2: Final Clearance

- Make appointment with Business Manager
- Provide scholarship letter (where applicable)
- Sign financial contract, Device agreement, and handbook agreement.

Students who are admitted after completing the process will remain on probation (academic and behavioral) for the first three months of school. For students with behavioral concerns a review may occur at any time during the probationary period.

Orlando Junior Academy will not accept students past the first semester except in extreme circumstances such as, when a family has had to relocate. Each case will be considered on its own merit. Withdrawal of all students is handled through the school's administrative office (Registrar).

**Orlando Junior Academy will not knowingly accept students it cannot provide academic or social services for.**

## Withdrawal Procedures:

- Submit withdrawal form to the school administration (Registrar) in person.
- Turn in all school property including (rented books, electronic devices etc.).
- Minimum of three weeks (but not more than 30 days) is required to secure interim or final grades and close out the financial record.
- Receive written financial clearance from the business office.
- Records will be released after the step above is completed.



## Returning Students

Students are enrolled at OJA for one year at a time. Invitation to re-enroll is dependent on the student's/parent's overall behavior during the preceding year (academic, spiritual, and social etc.). OJA school board reserves the right to refuse admission to any student seeking to re-enroll at the school.

## Re-Enrollment Process

Families wishing to re-enroll at OJA will:

- Submit a completed on-line re-enrollment package and pay the corresponding fees at the time of submission (fees will not be added to or taken from scholarship funds. Re-enrollment fee is non-refundable).

The admissions committee will:

- Review the attendance, conduct, academics, and financial status of each student to determine acceptance or denial of re-enrollment.
- Next the admissions committee reviews all data submitted and communicate their decision to the family.
- Following successful re-enrollment, families will make a financial clearance appointment with the Business Manager.

# II. Financial Information

All financial arrangements are contractual between OJA and the parents/guardians. Even when on scholarship, parents *will always remain* responsible for the payment of their child(ren)'s accounts. Any request for change is to be made in writing and submitted to the Business Manager and Principal.

## Registration Fee

Registration fee is charged each year for all students (pre-k to 8 grade). It includes the cost of student accident insurance, textbooks, reading resources, testing, administrative expenses etc. For students enrolling after December 31, registration fees will be reduced to 2/3 of the annual amount.

## Registration Refund

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

## Tuition

All tuition paid monthly will be submitted through Adventist School Pay. Payments will be made by a bank draft from your bank account or by credit card. Alternatively, tuition payments made in advance for the full year or for a semester will not require ASP. All other charges (Enrichment, lunch, etc.) will be billed by OJA to be paid monthly by the parent.

## 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 the school year or who pay each semester in advance (August & January) are also given a discount. There is a \$100.00 dollar discount off the tuition for each child after the second child when the account is paid in full.

## Tuition Refund

Students withdrawing from school within the first 15 days of a month will be charged 50% of a month's tuition. Anyone withdrawing after the fifteenth will be charged for the full month.

## Miscellaneous Costs

- Classroom supplies (list available on the website or in the office)
- Field Trips
- Enrichment

- Athletic Teams
- School and Sports pictures
- Drum Corps
- Other activities

Miscellaneous costs will be charged to the family's account but will not be automatically deducted from the bank account. Payments for miscellaneous costs must be made in the office by the 20<sup>th</sup> of each month. *Students with past due accounts will not be able to participate in after-school sports and other activities that require additional fees.*

## Student Resources

All textbooks, lockers and electronic equipment are rented except for consumable books. The price of these resources is covered in the registration fees. Students will be charged the replacement cost for lost or damaged rented books, locks, and electronic devices. *Payment for lost or damaged equipment is due immediately.*

## Returned Checks

There is a \$40.00 fee charged for all checks returned by the bank.

## Overdue Accounts

Student accounts are expected to be current always. In the event of a delinquency, the parents or legal guardians will be notified and will be expected to rectify the account upon notification.

**If an account is 30 days in arrears, the student will be placed on administrative probation and withdrawn from extracurricular activities until the account is current. After 30 days in arrears, the student will be administratively withdrawn from the school without refund of registration fees. All final grades, student information and scholastic records will be held until the balance is "paid in full".**

Parents will not be able to participate in the Parent-Teacher-Conferences, neither will the student be able to return to school in the new marking period until the account is brought up to date.

Students with unpaid accounts from previous years will not be re-admitted until the account is paid in full. Satisfactory financial arrangements of accounts are required before students may be assisted to transfer to another school. Students who have an unpaid account at another Adventist school will not knowingly be admitted to OJA until the previous account has been paid.

### III. Academic

The curriculum incorporates the requirements of the North American Division of Seventh-day Adventists. Bible classes are an integral part of the curriculum at every grade level. The school provides full and part-time instruction in the following areas:

- The Basics - reading, mathematics, science, social studies, language arts, and Bible
- Fine Arts - art, music theory and organizations for band, hand bells, strings, and choir
- Physical Education - individual and team activities
- STEM. INNOVATION & ROBOTICS – Science, technology, English, math, and instruction in artificial intelligence
- Computer Literacy - all students receive instruction and practical hands-on experience in the computer lab from grades 3-8.

OJA offers a cohesive curriculum which will enable students to see connections between the many fields of learning by:

- Integrating faith throughout the curriculum.
- Building connections within a discipline/subject area and to other related areas including co-curricular activities.

- Cooperating with other teachers in integrating curriculum between disciplines/subject areas and grade levels.

For a detailed list of the curriculum (Key Learning) for each grade, visit the [NAD website](#) .

## Student Achievement

Student achievement at OJA focuses on mastery of core knowledge and skills, good character, and high-quality work. The school year is divided into four nine-week periods and at the end of each period, a report card indicating the learning progress will be given at a parent-teacher conference or mailed to the student’s home. Final grades are recorded on the student’s permanent record. **Final report cards and transcripts are mailed following financial clearance.**

## Grading System

The purpose of grades is to accurately reflect individual student achievement as related to course objectives and learning outcomes. Kindergarten through 2<sup>nd</sup> grade is developmental in focus. Students receive I-Independent, (masters most content) P-Progressing, (progressing toward achieving objectives and skills), and NT-Not Progressing (child needs more time) to indicate the child’s mastery of course objectives and skills.

Students in grades 3-8 receive a letter grade with a corresponding grade percentage and GPA which is listed below. Skill grades and instructional level is also indicated on the report cards. Grading information is recorded in the legend of the report card for your convenience.

Letter Grade	Percentage	GPA	Letter Grade	Percentage	GPA
A+	97.5-100	4.00	C	73.5-76.49	2.00
A	93.5-97.49	4.00	C-	69.5-73.49	1.67

A-	89.5-93.49	3.67	D+	66.5-69.49	1.33
B+	86.5-89.49	3.33	D	63.5-66.49	1.00
B	83.5-86.49	3.00	D-	59.5-63.49	0.67
B-	79.5-83.49	2.67	F	0-59.49	0
C+	76.5-79.49	2.33			

## Academic Honors Recognition

Students may be recognized for their achievement at the end of the school year. Recognition falls into the following categories:

- Principal's List: Students in grades 3-8 who achieve a 4.00 grade point average (93.5-100%)
- High Honors: Students who attain a 3.67 grade point average (89.5-93.39) on the report card with no individual subject grade lower than B on the report.
- Honor Roll: Students who attain a 3.33 grade point average (86.5-89.49) with no individual subject grade lower than C on the report.

## Graduation Recognition for Grade 8

Students in the graduating class may be recognized for outstanding achievement in the following categories:

- Student/s with highest GPA
- Student/s with the second highest GPA
- Student/s with the third highest GPA
- High Honors with Distinction: Students with GPA from 3.90-4.00

- High Honors: Students with GPA from 3.75-3.89
- Honors: Students with GPA from 3.50-3.74

## Graduation Requirements

For any 8<sup>th</sup> grade student to participate in the graduation activities, the following requirements must be met:

- Completion/satisfactorily passing of all assigned work in each course.
- Completion of community service hours as outlined in the handbook.
- Payment in full of all accounts due to the school.
- Return of all equipment due to the school.
- A minimum of 2.00 cumulative grade point average.
- Fulfillment of all discipline requirements where necessary.

## Community Service

Recognizing the importance of volunteering, Orlando Junior Academy has adopted a community service policy. Middle school students must complete a minimum of 25 hours of community service during each year of attendance from grades 6-8. This requirement may be fulfilled through unpaid activities in churches, local communities and at the school. The 25 hours are to be spread across the three areas with 10 hours at church, 10 hours in the community and 5 hours at school. Progression to the next grade level, as well as participation in graduation exercises depends on successful fulfillment of this requirement in conjunction with all other requirements.

## Homework

Homework is assigned as is needed to develop, practice, or deepen classroom learning. However, each student is assigned reading and math practice daily to enhance skills and further their understanding. Teachers send home assignments (via newsletter) for the week ahead of time

so that the student can pace himself/herself to have the work completed before the weekend. OJA values the time that families spend together at the end of the week, so homework is not normally given to be completed during that time.

## Electronic devices

Each student is assigned an electronic device from VPK-8<sup>th</sup> grade. Teachers assign grade and age level appropriate support work for each student for the week. The assignments cater to the needs of the individual student and aids in better understanding of the concepts taught in class. Electronic devices will remain at school for the student's use. However, if the teachers assign work and the device is sent home, ***the device must be charged at home and returned to school the next day for use.***

## IV. Attendance

Regular daily attendance is expected at school by all students. Excessive absences and tardiness can be harmful to a student's academic progress. Parents/Guardians are encouraged to make medical appointments for their children during the summer breaks and/or during periods when the school is not in session if possible.

Students are expected to be in their seats no later than 8:00 am daily. Students who show up after this time are expected to collect a late slip at the Welcome Desk before entering the classroom. If a student arrives after 12:00 noon he is considered absent from the morning session. If a student leaves school before 1:00 pm he/she will be considered absent from the afternoon session. If a student is late more than 5 times in a quarter or more than 30 minutes twice in a quarter, the following process will occur:



5 late (unexcused per quarter)	Warning letter will be sent to the family.  Note: late and absent issues may impact a student's scholarship, participation and learning and subsequently their work, assignments, and assessments.
6 late (unexcused per quarter)	The student will be placed on probation and the parent/guardian must agree to and sign a plan that assures the student's timely arrival.
7-10 lateness (unexcused per quarter)	The family and student will meet with administration to evaluate whether OJA is the right fit for the student. A determination will be made regarding the next steps including, but not necessarily, withdrawal from OJA.

If the lateness is not resolved, the parent/guardian will be asked to meet with administration to discuss possible alternatives.

## Absence

While OJA expects regular attendance at school, students must be kept at home when they are ill. In the event of illness, the parents/guardians must keep the child at home and inform the school/teacher before 8:30 am. The child is expected to bring a note from the parent after one day of absence. The teacher will work with the student to make up work missed during the absence. Two or more days of illness will require a doctor's note to be excused.

## Excuse absences

Absences that are considered excused may include personal illness, serious illness or death in the family, religious holy days, natural disaster, out-of-school suspensions, mandatory court dates and Florida Conference sponsored activities. When an excused absence arises, OJA requires a note prior to the absence if possible and immediately following if not possible. When an absence is planned, and the school is properly notified the student may be given an opportunity to make up lost work due to the absence.

## Unexcused absences

Each student is allowed five (5) discretionary absences for the entire school year. These absences may be used when circumstances are beyond the families control for example travel delays. After the fifth discretionary absence the student will be penalized. Absences that are considered unexcused may include vacation time, social occasions, or overnight trips during school days. Work missed during these times ***will not be made up*** and parents/guardians will be held responsible for the missed work.

Unexcused absences may affect scholarships. Parents are required to plan all trips outside of the schedule school days. A calendar is provided for your convenience. However, if a trip must occur within the school time, please inform the school in advance so that the request can be reviewed. Each case will be considered on its own merit. Unless missed assignments are satisfactorily made up, a student who is absent (excused or unexcused) 20 percent of the school days in any nine-week grading period will receive an 'F' for that period.

3 unexcused absences	Warning letter sent to parent.
6 unexcused absences	Meeting with administration
7-10 unexcused absences	1 day on-campus suspension
11 days or more (or 20% of the school days in that marking period)	Student may receive a failing grade. Parents may be asked to consider an alternative schooling arrangement.

## Early Dismissal

It is recommended that students not be picked up early from school except in cases of emergency. Parents are required to notify their child's teacher as well as the office that a child will

be picked up early. Outside of an emergency, the school must be informed in advance if a child is to be picked up early. Early pickup from school which exceeds 7 in any given nine-week period will result in a hearing with the Admissions Committee.

Only individuals listed on the enrollment form will be allowed to pick up students. When a parent must send someone to pick up who is not on the enrollment list, the parent must send an email or letter from his personal email or in writing with the request. The individual picking up must present a state ID consistent with the information supplied by the parent before the student will be released.

## When Students should stay at home

Please do not send your child to school when the child complains of illness or if any of the following occurs:

Illness	What to do
Fever over 100.4 degrees	Check your child’s temperature before bringing him/her to school. Seek medical care if necessary. Stay at home if child presents with a fever higher than 100 degrees. May return to school if fever free for 24 hours without the use of medication.
COVID-19	Look for any known symptoms especially loss of smell or taste or difficulty breathing.
Chickenpox	Child may return to school once scabs have formed over the infected area. May take 5-6 days after the onset of the rash.

Common cold	Have child remain at home if there is chronic cough or runny nose
Conjunctivitis	Swollen, itchy, blood shot eyes, or the presence of discharge. Have student remain at home. Seek medical help. Treat for at least 24 hours before returning.
Lice	Student must remain at home until the insects or nits have been successfully removed.
Ringworm	Seek medical help and return after 24 hours after treatment
Strep Throat	Return when fever free after treatment of at least 24 hours
Vomiting and/or diarrhea	Please remain at home until condition has ceased for at least 24 hours.

Parents are required to provide a physician’s note to return to school for all illnesses that require a child to remain at home for more than one day. If an infectious disease is suspected, please follow the required CDC/ Orange County Department of Health guidelines or see the school’s protocols as outlined on the website to keep the student and school community safe.

In the event of a pandemic, Orlando Junior Academy will follow the guidelines issued by the CDC. For all COVID related cases, students who have been vaccinated and who test positive must remain at home for five days from the date of the positive test. On the sixth day the student may return to school but must be masked for a minimum of five days. For students who have not been vaccinated if tested positive for COVID, the student must remain at home until a negative test is received. Results of a negative test must be presented upon return of the student. *At home tests are not accepted.*

# V. Parental Partnership

All parents are members of the Home and School Partnership/Parent Teacher Association. The goal of the Home and School partnership is to promote Christian education, facilitate added resources, promote community support, be a liaison between the home and school, and aid as needed with school programs. OJA parents agree to the following commitments upon enrollment of their child(ren) at the school:

1. Family engagement: Families are encouraged to create a culture of learning in their homes that encourage spiritual pursuit, moral maturity, academic interest, and deepen the relationship between parents and children that result in strong families and responsible citizens.
2. Commitment to attend parent-teacher conferences (2 mandatory sessions per year as well as any called meeting by the school): Parents take advantage of the opportunities presented to learn about their children's progress in school and allow teachers to gain insight into their student's home and community lives.
3. Commitment to school attendance: Parents commit to ensuring attendance in compliance with school policy. They take responsibility for all missed work during an absence or a lateness.
4. Commitment for acceptable parent conduct and communication: Parents of students attending OJA are required to always conduct themselves with respect and civility. All conflicts that arise because of student behavior must be referred to the school. Parents will be contacted once the school has conducted the appropriate investigations. It is the responsibility of the parent to make himself/herself aware

of the desired method to contact the child's teacher/s. All correspondence with teachers and school personnel must be conducted in a professional manner. ***Social media is not an acceptable form of communicating grievances with the school.***

All teachers and staff members have a school email which is available to the parents. The grievance procedure is in the communication section of this handbook.

Failure by a parent to follow the established method of handling conflicts may result in the parent being asked to withdraw his/her child from the school family.

5. Commitment to immediate attendance of concerns and recommendations by the school: Parents are required to attend to all concerns and recommendations noted by the school immediately. Concerns and recommendations include but are not limited to academic and behavioral concerns.
6. Any parent who is unable to act civilly with his child's teacher or other school personnel or who visits the school inappropriately clad will be asked to withdraw his child from the school. Parents who espouse and encourage in his child a philosophy contradictory to the school's will also be asked to withdraw his/her child immediately.

The rules and guidelines presented in this handbook are intended to keep the entire community at OJA safe. Any parent or guardian who refuses to comply with or allow his/her child to comply with the guidelines as laid out in this handbook will be asked to withdraw his/her child from the school. ***Orlando Junior Academy is a partnership with the child's family and remains open for a discussion when a guideline presents challenges for a family.*** Reasonable discussion will be allowed on a case-by-case basis.

# VI. Communication

There are several means by which OJA may be in contact with parents. These include phone, email, the school's website, and emergency alert text messages. The school requires that parents maintain updated information via the Family Portal (Parents Web) to ensure effective communication. OJA publishes a monthly school-wide newsletter. Parents also receive weekly information from teacher's newsletter or as blasted from the school's email.

All visitors and parents are required to check in at the welcome desk and receive a visitor's pass if permission is granted to enter the school. If a parent wishes to visit or conference with a teacher, an appointment needs to be made in advance. Teachers are required to give full attention to their students during the day therefore, interruptions are kept to a minimum. Deliveries of messages and lunches are handled from the office to provide as little disruption as possible. Students wishing to call a parent must first get permission from the teacher to leave the class. All phone calls must be made from the school's telephone.

*Students are not allowed to use or possess a personal mobile phone at school.* Only students who have a medical condition (which necessitates the use of a phone) or who travel to and from school on their own are allowed to have cell phones. The device is to be left in the office until the end of the day. The student must not keep the phone in his/her possession.

## Grievance Policy

OJA bases its resolution of grievance on the policy found in Matthew 18 and 1 Corinthians

6. The procedure includes:

- Step 1: Parent should speak privately and confidentially with the teacher to resolve the problem.

- Step 2: If the issue is not resolved, the parent should ask the administration to become involved.
- Step 3: If the issue is still not resolved, the parent might ask for the intervention of the school board chair in concert with the administration.
- Step 4: If the matter remains unresolved to the satisfaction of the parent, the parent might ask for the intervention of the Conference Superintendent of Education.
- Step 5: Should the matter remain unresolved; the parent might request the intervention of the full school board.
- Step 6: If a resolution has not been found the parent is at liberty to request a hearing of the Florida Conference K-12 Board. The decision at this level is final.

## VII. Student Conduct

In its attempt to manage student misbehavior, OJA considers the age of the child, the severity of the offence and the frequency of the offence before any punishment is administered. All disciplinary measures are aimed at teaching, modeling, providing corrective feedback, reteaching, and demonstrating logical conclusion. The aim of discipline at OJA is restorative, while ensuring all students benefit from and contribute to an effective learning environment.

The school accepts the Bible in its entirety as the standard of all rule and conduct. Consequently, every student seeking enrollment in the school is expected to exhibit the highest level of moral conduct as presented in the Bible. Any immoral act, suggestion or attempt to influence others immorally will lead to immediate expulsion.



*Students who display conduct unacceptable according to the school's guidelines will not be allowed to provide student leadership for the rest of the school community.* Any student wishing to hold a student office at the school must have a grade point average of "B" or above with no grade lower than a "C", must be in regular attendance at school as well as must be able to receive recommendations from all teachers who provide instruction to them.

## Bullying

*OJA is a bully-free zone.* All members of the school community are committed to ensuring a physically and emotionally safe environment. Each student is entitled to the right to learn without fear. No student shall intimidate or harass another student through words or actions.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, or purposefully excluding someone from a group at school or online. *Any of these actions could result in an automatic suspension or expulsion.* Behavior of this kind is to be reported immediately. Parents will be notified when their students have been involved in the first acts of bullying. Students who persist beyond the first incident of bullying of any kind will be subject to swift discipline (which could include suspension or recommendation for expulsion depending on the incident). Law enforcement will be notified if appropriate.

## Weapons

No weapons of any kind will be allowed on the campus of OJA. Any student found with weapons of any form will be suspended immediately. Parents will be contacted to collect the student.

## Discipline Process, School-wide

Orlando Junior Academy serves children who are learning and growing day by day. It is expected that children will make mistakes. As such Orlando Junior Academy will always act to lead students to take responsibility for their actions and to find the kindest way to resolve disputes. As such when a negative behavior persists, and the teacher must send a student to the office, parents, teachers, and students can expect that the administrator in charge will:

- Allow the student to explain what happened.
- Call in witnesses where necessary or appropriate.
- Speak with the teacher concerned (incident report).
- Take appropriate action.
- Share outcome with student, teacher, and parent.
- Student, teacher, or parent may appeal at which time the matter will be referred to the discipline committee and up the chain if and where necessary.

## Unacceptable Behaviors

While this is not an exhaustive list of behaviors, these are examples of behaviors which may lead to immediate expulsion. Behaviors include:

- Illegally entering and leaving any part of the building, or its grounds.
- Bullying.
- Possessing, using, or distributing alcoholic beverages, tobacco, or drugs or drug paraphernalia in any form.
- Falsifying records or information, dishonesty in examination or other class work, assisting others in dishonesty, or theft of any kind.
- Defiance or disrespect towards school authority.
- Willful deception regarding violation of regulations.

- Possessing or using firearms, firecrackers, explosives of any kind, possessing pornographic and obscene literature or pictures, drawing, or writing smutty scenes on school property or on personal belongings.
- Deliberately assaulting a student or teacher.
- Sexual harassment/Inappropriate sexual behavior or speech.
- Disseminating immoral ideals, engaging in witchcraft, sexual activities of any kind or undermining the religious ideals of the school.
- Arson on the school property.
- Harassment.
- Gang related activities on or off the campus.
- Cyber bullying.
- Repeated misconduct.
- Threatening another student or staff.
- Using Social media sites to threaten, intimidate or harass students, faculty, or staff in any manner.

Teachers may suspend a student temporarily from the class. Students may be suspended from the school for repeated offenses when other procedures have not been effective. In cases of serious offense, the principal may suspend a student from school when there has been no prior offense. Below are examples of behavior for which a student may be suspended.

Behaviors which may lead to suspension (out-of-school suspension) include:

- Insubordination.
- Repeated horseplay.

- Public display of affection on or off the campus.
- Continual irregular attendance or tardiness at worship/chapel and class appointments.
- Willful destruction of school property which may require the student's parents to make restitution.
- Setting off fire alarms or tampering with electrical attachments.
- Meeting a person of the same or opposite sex in a deliberately secret and or clandestine manner at any time.
- Instigating or participating in fights.
- Leaving the school campus without permission.
- Being untruthful.
- Deliberate destruction of school property or the property of others.
- Persistent disturbance of the learning environment.
- Handling other people's property without permission.
- Using profane language.

Activities which could lead to suspension (on-campus suspension) may include:

- Failure to complete assignments
- Disrupting the learning environment
- Wearing of colored lipstick, nail polish and eye shadow of any kind on school campus or school sponsored events.
- Wearing of jewelry of any kind on school campus or school sponsored events.
- Disrespect for others/teasing.
- Bringing of personal electronic devices to school without teacher permission.
- Failure to follow adult direction.

- Inability to keep one's hands and feet to oneself.
- Running in the building or creating an unsafe environment for oneself and others.
- Repeated non-serious offenses/mischief making.
- Chewing gum on campus or at school-sponsored events.

Students may be given an in-school suspension by the teacher or the administration where it is considered that this might be needed. During in-school and out-of-school suspension, the student is responsible for all work given.

## Classroom Behavioral Expectations

Each class teacher has a set of classroom rules that students are expected to follow. At the beginning of the year, the rules will be outlined and discussed with the students and their parents. Classroom rules may include rewards and consequences. Teachers will implement the classroom discipline while keeping parents informed of their children's activities in the classroom. When teacher and parent together are unable to get the cooperation needed from the student, the office will become involved, and steps will be taken to assist with the challenge presented by the student.

Please note, some actions may require maximum consequences, even for the first offense, as it may negatively impact the learning environment, create a safety issue and/or repeatedly disrupt, disrespect, or devalue others. ***The use of corporal punishment is not an approved method of discipline at Orlando Junior Academy in any form.***

Some behaviors will require that the student is sent directly to the office, such as student safety and blatant disrespect.

Disciplinary action by the teacher may include any or all of the following:

- Define, teach, reteach (provide corrective feedback)

- Warning to student without parent contact
- Restricted recess/timeout (student in restricted space as a logical consequence)
- Loss of privilege (privilege revoked if student abuses them)
- Warning to student, parent contacted.
- Restorative practices (multi-step process to find common ground)
- Informal conference (teacher, administrator meets with student)
- Formal conference (Conference with parent, teacher, and administrator)
- Student support plans (academics, conduct, attendance) Plans created to assist with academic or behavior adjustment. Includes students and parents.
- Out of class suspension (A student is removed from the class instruction)

When students are sent to the office:

- Student must come with a note or a message from the teacher.
- Discussion will take place with the student regarding the incident.
- Investigation will occur if necessary.
- Administrator will determine based on what is revealed how to proceed with consequences.
- Office will inform the student, teacher and parent of the behavior and the consequences administered.

When in-school suspension (ISS) is given:

In case of a teacher in-school suspension:

- The student reports to the teacher who issues the suspension.
- The teacher issues a note to the parent for the suspension to be served immediately or next day.
- Teacher in-school suspension must not exceed 1 day.

- Teacher will consider the infraction and administer discipline consistent with the behavior which is logical and fair.
- Record of the suspension must be submitted to the office.

When in-school suspension is issued by the office:

- The student is to report to the office.
- The office will call the parent or send a note to the parent when the suspension is given.
- The office in-school suspension will not exceed 3 days consecutively.
- Office discipline must be fair, consequential and logical.
- If infraction/behavior continues, the discipline committee will be convened to consider further action.

## 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 parents/guardians understand this rule and consents to its enforcement.

## Prohibited Items

Tobacco in any form, alcoholic beverages, illicit drugs, narcotics, knives, guns, matches, mace, tasers, explosives of any kind, firecrackers, ammunition, and pornographic materials are prohibited articles. Possession of any of these items may be grounds for dismissal.

## Substance Abuse

We expect our students to follow a drug-free policy, on and off campus, which includes but is not limited to:

- Being under the influence of, or possessing alcoholic beverages, tobacco or illegal drugs, or drug related paraphernalia
- Abuse of prescription or over-the-counter drugs
- Selling or distributing drugs

Possession or use of any of these items may be grounds for dismissal.

## Sexual harassment

Sexual harassment is inappropriate and will not be tolerated on or off campus, including online. Students engaging in any sexual harassment behaviors will be subject to disciplinary action which may include suspension or expulsion from OJA. Sexual harassment may include but is not limited to the following:

- Inappropriate touching
- Making comments of a sexual nature or engaging a student in a sexually oriented conversation
- Unwelcome sexual advances
- Unwelcome contact through phone or any social media platform
- Requests for sexual favors
- Other non-verbal, or physical conduct of a sexual nature
- Purposely exposing oneself to others in any form including videos, pictures, websites, or any other material that is of a sexual and/or suggestive nature.

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.

## VIII. Dress Code



The aim of the Orlando Junior Academy standard of dress is to maximize learning, minimize clothing cost, create school unity, and lessen social pressures. Students are expected to present at school in a manner that is modest, clean, and neat in appearance always. All clothing is to be the proper size, worn loosely but correctly, and appropriate for the weather/or occasion. Tailored pants/shorts/skirts/skorts should be worn at the waist and closed-toe shoes are to be worn always. **Boots are unacceptable.**

If a student's dress attire differs from the one prescribed by the school, OJA staff will contact parents/guardians upon the discovery. If the student's uniform cannot be brought up to code within one hour, the office will provide uniform, and the parent's account will be charged for the new uniform.

## Non-Uniform Days

OJA has designated certain days when students are not required to wear their uniforms. These days include Spirit Days, and special holidays and celebrations. The administration decides these days which will be communicated to parents in advance of the event. Students are permitted to wear non-uniform attire that is modest, appropriate, and follows the same general standards of the uniform policy. Students may not wear attire that is contrary to the handbook, promotes anything illegal, immoral, obscene, offensive and/or a lifestyle that is not representative of Christ.

## Other dress considerations

OJA students are expected to be ready for school each day. Uniforms or clothing must comply with the following:

- Jewelry is not permitted in school for any grade or at any school-sponsored function, including off-campus events

- Hair for all students should be clean, maintained, and natural looking so it doesn't negatively impact the learning environment or draw undue attention to the student. Hair must be the student's own natural color (boys and girls), with no extensions.
- Make-up is unacceptable
- Nails should be clean and maintained. Nail polish if worn must be the student's natural skin color.
- Nail extensions are not permissible.
- All clothing worn by the students are to be loosely fitting.
- Shorts, skorts, and skirts must be worn at a length that is appropriate for the child's age and size. **The skirt, skort, and shorts must reach the top of the knee when standing.** The administration reserves the right to use its discretion in deciding what it considers appropriate length of school uniforms.
- If not wearing a skort, female students must wear shorts under their skirts.

## Uniforms

### PreK - 5th Grade Uniform

**SHIRT:** Red short-sleeved polo with OJA Logo (purchase from the school).

**SHORTS / SKIRT/ SKORT/ PANTS:** Navy Blue. No cargo pants/shorts with additional external pockets. No leggings are to be worn as pants.

**Footwear:** Sneakers or tennis shoes **ONLY**. Boots or other kinds of footwear are unacceptable.

**BELT:** Solid Color-Black or Brown; worn when pants/shorts have belt loops.

**TIGHTS / LEGGINGS:** Solid Color-Red, Navy Blue, or White, may be worn under skirt or skort.

**SWEATER / LIGHT JACKET:** OJA Logo. Solid color Red or Navy Blue. No writing, markings, or hoodies allowed.

**PHYSICAL EDUCATION UNIFORM:**

**RED GYM** uniform shirt is to be worn for P.E. (Uniform shirt is to be bought from the school).

**Blue** solid color gym shorts reaching the top of the knee are to be worn for gym.

**6th - 8th Grade Uniform**

**SHIRT:** Blue short-sleeved polo with OJA Logo (purchase from the school).

**SHORTS / SKIRT/ SKORT/ PANTS:** Khaki. No cargo pants/shorts with additional external pockets. No leggings are to be worn as pants.

**Footwear:** Sneakers or tennis shoes **ONLY**. Boots or other kinds of footwear are unacceptable.

**BELT:** Solid Color-Black or Brown; worn when pants/shorts have belt loops.

**TIGHTS / LEGGINGS:** Solid Color-Red, Navy Blue, or White, may be worn under skirt or skort.

**SWEATER / LIGHT JACKET:** OJA Logo. Solid color Red or Navy Blue. No writing, markings, or hoodies allowed.

**PHYSICAL EDUCATION UNIFORM:**

**BLUE GYM** uniform shirt is to be worn for P.E. (Uniform shirt is to be bought from the school).

**RED** solid color gym shorts reaching the top of the knee are to be worn for gym.

# IX. Athletic Department

OJA is a member of the Florida Basketball and Volleyball Association (FBVA). Eligibility guidelines for participation in sports have been established by the various leagues as well as the school. These guidelines are constructed to assure that all afterschool athletes are performing at a satisfactory level to pass their grade requirements.

Any student who has a quarterly grade point average (GPA) lower than a C will be suspended from participating in all out-of-school sports/extracurricular activities for the following quarter. At the end of the quarter, students who have brought their GPA to a C or above may be eligible for reinstatement.

## Sports Conduct

Academic athletes are expected to conduct themselves in a manner which will bring credit to themselves, OJA, their communities, coaches, and families. They shall refrain from any conduct which degrades, baits, intimidates, or otherwise discredits opponents or officials. Fighting and swearing are grounds for dismissal from the team with a recommendation to administration for the same. Parents/guardians and spectators are expected to conduct themselves in a Christ like and respectable manner toward coaches and players. Those who fail to do so may be asked to leave by a coach, referee, or Athletic director.

Sports physicals are recommended but not required of the athletes. All athletes will be charged a uniform rental, equipment, and league cost for each sport. The fee is necessary to cover all expenses for participation in sports leagues. Fees must be paid prior to the athlete participating in the sport and will not be taken from sponsorship money neither is there a refund.

# X. Technology

## Technology use policy

Orlando Junior Academy provides access to technology tools for students, parents, and teachers. A school-issued device will be made available to each student enrolled at OJA. The technology policy and procedures govern student's use of electronic devices while at school for in-person instruction, Synchronous Web Instruction, and while at school-sponsored events. The technology, network, and internet resources provided by OJA for use by its students are expressly for the purpose of advancing the educational mission of OJA.

Students should refrain from downloading or accessing videos, music, games etc. Failure to comply with any aspect of the policy may result in the device being confiscated.

Technology resources should not be used for personal, non-academic purposes. OJA reserves the right to access, intercept, retrieve, and/or read the entire content of any electronic message, document, telephonic, telefax (FAX) or voice mail communication transmitted to/from or stored in any Orlando Junior Academy Computer System to the maximum extent permitted by law, including communications and data that have been deleted by users.

Orlando Junior Academy does not permit the use of any personal devices on campus or at any school-sponsored function. However, should personal devices be used to bully or harass another student OJA reserves the right to confiscate and examine the contents of said personal device, if it has reason to believe there is evidence including but not limited to (cyber) bullying, harassment, illegal activity, sexting, pornography, the transmission of sexual material/inappropriate pictures or videos etc.

Students who refuse to surrender their personal electronic device or refuse to make information available to OJA may be subject to further disciplinary action, up to and including expulsion, as set forth in the student handbook.

## Cell Phones/Smart Watches

**Smart watches and cell phones are not permitted on the campus at all.** Students needing the use of the telephone are free to use the school's phones. Only students with a medical plan on file or students who travel home on foot or by themselves will be allowed to have a phone at the parent's requests. The phone must be turned in at the office in the morning and collected at the end of the day.

- Students are only permitted to use a smart watch if it is for a class activity under the direction of a teacher.
- Taking or using another student's smart watch without permission is considered stealing and will be dealt with according to the school's policy on stealing.
- Any smart watch/cell phone that goes off or is being used during class will be automatically confiscated.

Failure to comply with the school's smart watch/cell phone policy will result in the following penalties:

1. Student is issued a warning by the teacher/staff member. Cell phone will be returned at the end of the day to a parent.
2. Second incidence, the parent must pay \$25.00 to have to phone returned.
3. Third incidence, the phone will be kept until the end of the year and a \$50.00 fine paid for its return.

NOTE: The school assumes no liability for lost or damaged smart watches/cell phones confiscated due to a student not following the school policy.

## Electronic communication

Correspondence via electronic communication on OJA's Computer System or on personal electronic devices are to be used primarily for educational and administrative purposes and the following guidelines should be followed:

- The content of electronic messages, documents, and/or images must conform to OJA's ethical and educational standards
- The use of profanity, vulgarity, ethnic or racial slurs, and/or other inflammatory language in any communication is prohibited
- Electronic messages must not misrepresent the identity of the sender and should not be sent as chain letters or broadcast indiscriminately
- Electronic messages by students while on campus are not private and may be monitored to ensure appropriate use
- If students receive any inappropriate or offensive electronic communications, students shall refrain from forwarding the communications to others, and they must notify a faculty/staff member immediately.
- Any electronic communication sent by or to Orlando Junior Academy students, parents of students, and/or faculty/staff members which is contrary to OJA's ethical and educational standards, as provided for in this handbook, is strictly prohibited, regardless of whether the communication is sent on an OJA or privately-owned device.
- If inappropriate electronic communication is sent or received by OJA students, parents of students, or faculty/staff members which is contrary to OJA's ethical and educational

standards, including, but not limited to, any communication which includes the use of sexual, threatening or abusive language, profanity, vulgarity, ethnic or racial slurs, derogatory epithets, innuendos, or other inflammatory language, Orlando Junior Academy shall have the right to inspect such electronic device and all information and/or data stored on the electronic device, no matter if the electronic device is on or off school property.

## Security and confidentiality

Orlando Junior Academy and the Florida Conference of SDA Department of Education shall implement, monitor, and evaluate networked and non-networked devices including personal electronic devices, electronic media resources for instructional and administrative purposes, including ensuring the appropriate and proper use of those resources. OJA does not guarantee the security, accuracy, quality, or confidentiality of data accessed, prepared, stored, transmitted, or otherwise developed by or through OJA. OJA will not be responsible for any damages suffered because of an individuals' use of OJA's computer system, including loss of data resulting from delays, non-deliveries, or service interruptions caused by OJA's negligence, errors, or omissions.

Information prepared, stored, transmitted, or otherwise developed by or through Orlando Junior Academy, including, but not limited to email transmission, shall not be considered private. OJA may access individual files or activity logs at any time. Computer files students save or work on while using the computer system may not be kept confidential from students' parents/guardians.

## User Responsibilities



- Each student will be given an individual login account/QR badge at the beginning of the year. The student is responsible for maintaining the security of their user login account/QR badge.
- Students are prohibited from disclosing their user information to another as well as they are not allowed to use the login information, personal identification numbers, private digital certificates, or other secure information belonging to other students.
- Students may take the device home (if directed by teacher) to use for homework, but it must be returned the following day fully charged and ready for use. If the student does not return the device and its accoutrements the parents must return the device to campus within 30 minutes or a fee of \$25.00 will be charged to provide the student with a temporary replacement.
- Students must not use language, images, or any form of threat. They must not deliberately access any unacceptable, obscene, or objectionable information, internet sites, language, or images. Such actions must be reported to a staff member immediately.
- Use of electronic devices by OJA students is strictly for academic purposes. Students must not reveal personal information about themselves. Students shall not arrange meetings with anyone online. Students shall not enter any internet “Chat rooms” unless authorized and monitored by faculty/staff. Any inappropriate use of the internet should be reported to faculty/staff member.
- Transmission of any material in violation of federal or state regulation is prohibited. Students shall not violate copyright laws or plagiarize the work of another. OJA shall not be liable for students’ inappropriate use of electronic communication resources,

violation of copyright restrictions or other laws, student mistakes or negligence, or costs incurred by students.

- Use of OJA computer system for commercial or political purposes, is a violation of these terms and conditions of use and strictly prohibited.
- Students are prohibited from installing, storing, or using unlicensed or illegal copies of software on the Orlando Junior Academy computer system. Only the IT Department is authorized to install or uninstall software on OJA's computer system.
- Students may use the computer system for which they are authorized and only for the purpose specified.
- The introduction of data or programs (viruses, computer worms etc.) which in some way can endanger the computer resources or infringes upon the rights of information for others is prohibited.
- Students may not attempt to circumvent security systems or to exploit or probe for security holes in any Orlando Junior Academy computer system or network, nor may students attempt any such activity against other systems accessed through OJA's computer system. Execution or compilation of programs designed to breach system security is strictly prohibited.
- Students must not encrypt the device provided to them by OJA. Access must always be available to OJA staff and IT personnel.
- Printing by students must be carried out at home. OJA will only provide printing support in cases of emergency.

- Vandalism of any computer property by a student will result in the confiscation of the property and subsequent replacement of the device by the parent of the student concerned.
- All hardware, software, peripheral equipment, data files, cabling, and programs are the property of OJA and are on loan to students.
- Students are expected to comply with this policy. OJA reserves the right to alter this computer use policy at any time.

## Social Network

Orlando Junior Academy reserves the right to look at student's social media sites. Students should refrain from making derogatory, defaming, threatening or profane comments against fellow students, faculty/staff, at OJA. Students found to be posting such comments will be subject to disciplinary action.

## Consequences of Violations

Should a student violate the electronic use policy, OJA will implement discipline in the following manner:

1<sup>st</sup> offense: Warning/suspension based on severity of offense

2<sup>nd</sup> offense: Disciplinary action determined by administration

3<sup>rd</sup> offense: Enhanced disciplinary action determined by up to expulsion

## Safety

OJA will work closely with local government, law enforcement, and other emergency management officials to monitor safety concerns and respond quickly to situations as they arise. OJA has safety plans to respond to emergencies, including inclement weather, fire, dangerous

items on campus etc. Safety drills are conducted monthly. They include but are not limited to lockdowns, fires etc. In the event of an emergency, parents will be contacted and kept aware of the details of the situation. Parents must make certain that all emergency information is updated in the school's local student information system. In the event of an emergency:

- Parents will be contacted
- Parents are required to stay tuned to the local media for updates.
- Parents should notify administration of any situation that has the potential to cause danger at school.

## Delayed dismissal/emergency school closing

Occasionally, an unforeseen circumstance or event may require the closing of school. The decision to close the school, or alter the opening and closing times, is made by administration. Notification of emergency closings is given as soon as possible so parents can decide for students to be cared for during these times. The decision to close schools is based on many considerations, the most important being the safety of students, staff, parents, and other members in the community.

In cases of threatening weather, OJA monitors the National Weather Service, the Orange County Office of Emergency Management, and law enforcement to help make decisions about dismissal of students or school closings. School administration wants to make the safest possible arrangements for students and may delay the dismissal of students during hazardous weather conditions, such as lightning.

Lightning: When lightning is present during normal dismissal time, the "30-30 Rule" will be applied. This rule states that if thunder is heard within 30 seconds of a lightning strike, students will not be dismissed until 30 minutes has passed from the last sound of thunder. This general rule

of thumb helps to ensure that all students and families are safe during unsafe conditions. While parents and guardians are encouraged to remain inside their vehicles during a lightning storm, parents/guardians will be allowed to sign their child out during these situations at the main school office, if they wish to do so.

**Tornado:** When a tornado warning is issued parents will be directed to designated safe areas. Parents are advised to shelter in a safe location during the warning. OJA will send notifications of when it is safe to pick up students.

**Hurricane:** When there is a hurricane warning, OJA will closely monitor the National Weather Service (NWS) and Orange County Public Schools (OCPS) for directions regarding the closing of school. During this time, notifications will be sent to parents through emails, FACTS SIS (formerly Renweb), and the website. When it is safe for OJA to reopen, parents will receive notification from the school.

## Emergency Release of Students

During an emergency students will only be released to a designated parent. In the event the parent is unable to pick up his/her child, a designated adult must be listed on the pickup roster and must present proper identification. Non-custodial parents who may pick up students must be listed in your child's emergency contact information and must also show proper identification.

# XI. General Information

## Early Morning Care

For the convenience of those parents who must be at their place of work early, the school offers Before School Care at 6:45 am. Parents arriving before 6:45 am must wait with their children

until the supervision team is in the designated area. Early morning care ends at 7:50 am. Students who fail to follow the rules of the early morning care will not be permitted to continue to be a part of the program. During early morning care all students must bring educational activity to engage in until school begins.

## Enrichment Program

Parents are required to pick up their children at 3:00 pm when school ends. For parents who are unable to do so, a service is provided until 5:30 pm Monday to Thursday and 4:30 pm on Fridays. The program provides supervision and activities for the students and aids them to complete assigned homework. There is a late pick-up fee of \$1.00 per minute for every minute after 5:30 pm and 4:30 pm on Friday. The late fee is due at the time of pick-up. No exceptions.

## Leaving School property

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. To leave the campus satisfactory arrangements must first be made with the office and shared with the teacher. Pick up person must be documented in writing.

## Dismissal Procedures

Any student not picked up by the end of the dismissal period is required to go to the Enrichment program (additional fees apply). Students will not be permitted to remain in any area of the school unsupervised. No student will be dismissed during the last 30 minutes of school. If your child has an afternoon appointment, s/he should be picked up prior to 2:30 (12:30 on Fridays).

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 office. Students

may not deviate from the indicated form of transportation without permission from their parents. All students who walk or ride bicycles are expected to leave the school immediately upon dismissal.

## Standard Dismissal Procedure

Dismissal time is at 3:00 pm daily Monday to Thursday, and on Fridays at 1:00 pm. All cars must have the appropriate Parent Pick Up card displayed on the dashboard. Parents are requested to show courtesy to the neighbors when they arrive for pick-up of their children.

During severe weather conditions, dismissal may be delayed, and students kept in the building. The students will be released as the weather improves or parents may come inside to collect their children. Parents are required to park on a nearby street and come to the welcome desk to collect their children.

## Students walking/biking home

Parents must provide approval to have their children walk or bike to school. The bicycle is to be parked in the space provided and not moved until school ends.

## Child Safety

The state of Florida Department of Children and Family Services require school personnel to carry on a program that will always be safe for children. Staff members are required by law to report any suspected incidents of child abuse by calling 1-800-962-2873 or by reporting the incident online at [reportabuse.dcf.state.fl.us](http://reportabuse.dcf.state.fl.us)

## Chapel

Chapel programs are conducted weekly for all students, teachers, and staff. Teachers, students, and special guests lead in the programs. The front office will be closed during chapel times. Incoming calls may not be received at that time.

## Holidays

The school is closed for the following holidays: Labor Day, Thanksgiving, Christmas, New Year's, Martin Luther King Jr. Day, President's Day, and Easter. For more information see the school's calendar. During Thanksgiving, Christmas, Spring Break and Summertime, the school's office will be open from 10:00-2:00 pm daily Monday to Thursday. The office will be closed on Fridays.

## Food & Nutrition Services

OJA offers a hot lunch program each day of the school year. The goal of the Food & Nutrition Services Program is to make a significant contribution to the overall physical and mental well-being of students to enable them to participate fully in the educational process. Families create an account at [mymealtime.com](http://mymealtime.com). A statement will be emailed to families with balances due on their account. All balances on accounts must be paid monthly. Parents can apply for free or reduced meals through the state (application forms are available on the school's website).

The school welcomes the parents desire to celebrate their children's birthdays with classmates at school. Parents are required to cooperate with the school regarding the types of food items that are acceptable on the campus considering the medical needs of all students in the class concerned. Food items being brought into the school must be delivered to the office after proper and timely arrangements have been made with the teacher. The administration reserves the right



to refuse to accept certain items of food on the campus. Parents must speak with their child's teacher regarding birthday celebration protocols.

Parents are asked not to purchase or have food delivered to the school without first communicating with the classroom teacher in advance. When granted permission, parents are only allowed to send food items for their own children. No parent is allowed to send food for someone else's child in attendance at the school.

OJA will always act to safeguard each student in its care. As such nuts are not to be brought to the campus because of allergies that are present with some students. When bringing food of any kind to the school, parents must work with the teacher to keep all students safe.

## Lockers

Lockers are assigned to students in grades 6-8 during the first week of the school year. Usually, students in grades 6-8 will be assigned and provided padlocks for their lockers. Students are not permitted to bring and use padlocks from home. Lockers are to be used only for storage of books and clothing. At the end of the school year, lockers must be cleaned, and the assigned padlock left unlocked. A \$20.00 cleaning fee will be billed to the account of the students who do not clean their lockers.

## Lost and Found

Lost items are most likely recovered when labeled with the student's name. The school will hold lost and found items for a two-week period. However, after time and effort is made to identify the owner, the items will be given to a local thrift store, or families in need.

## Personal property

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

## Changes to the Handbook

To serve the best interest of the school, its students, and faculty, OJA reserves the right to make changes to this Student Handbook at its discretion. All changes will be uploaded to the school's website. Parents are responsible to be aware of and to come into compliance with all amendments made to the handbook. OJA accepts your child's enrollment as an indication of your consent to abide by the policies laid out in the handbook. Consequently, all parents with children enrolled at the school are required to sign indicating a willingness to comply with the policies laid out in the school's handbook as well as any changes submitted during the course of the year.