



**ORLANDO  
JUNIOR  
ACADEMY**

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***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

PHONE \_\_\_\_\_

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



## **HISTORY OF ORLANDO JUNIOR ACADEMY**

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

In 1925 the school moved from the Florida Hospital campus to its current location. 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 now classrooms for grades Pre-K through 8. The campus also includes a library, gymnasium, music department, computer lab, and dining hall. With our focus on experiential learning the school now has a nutritional science lab and garden.

## **MISSION STATEMENT**

Orlando Junior Academy exists to develop a love for learning and joy of service while following Jesus.

## **VISION STATEMENT**

We make a connection to God in every subject and in all behavior. Through experiential learning we awaken a child's natural curiosity. We instill in our students an awareness of their value and purpose through a Bible based lens of faith, shaped by the Seventh-day Adventist perspective.

## **PHILOSOPHY**

We believe that God is sovereign over all creation. We make a connection to God's claim in every subject, not just in biblical studies; in all behavior, including language, dress; and in all attitudes, including those toward others and toward property. The overall purpose of an Orlando Junior Academy education, shaped by a Seventh-day Adventist perspective, is to encourage students to use their heads, hearts and hands for God and to use discernment to create a worldview that is formed through the lens of faith.

We believe that students learn more by experiencing the world, than by sitting in a classroom and listening to a teacher talk about it. The instructional style of teachers at Orlando Junior Academy harnesses the child's natural passion to learn through the use of methods, which help children develop the curiosity, knowledge, skills, and personal qualities they need for successful adulthood.

## **VALUE STATEMENTS**

As a school Orlando Junior Academy values the following:

1. Shared Christian development between home, church, and school
2. Bible based teaching from a Seventh-day Adventist perspective
3. Quality staff
4. Excellent teaching through experiential learning
5. Responsible stewardship of assets for today and tomorrow

## **GENERAL OBJECTIVES**

Orlando Junior Academy aims to:

1. Develop within each student a knowledge of God and His world.

2. Develop an awareness of the Lordship of Jesus Christ over all areas of life.
3. Educate the whole child -- mind, soul and body.
4. Develop an awareness and sensitivity to the cultural diversity in which the child lives.
5. Encourage students to think independently, based on Biblical guidance.
6. Prepare students for additional training in academic or vocational endeavors.
7. Enable students to identify and cultivate their God-given talents for ministry and service.
8. Serve as an extension of the Christian home and a partner with the Seventh-day Adventist community.

## **OUTCOME MEASURES**

Orlando Junior Academy develops students to be:

- Disciples of Jesus
- Committed to Adventist beliefs & practice
- Independent thinkers
- Ready for high school
- Confident leaders & communicators
- Organized & resourceful
- Lovers of learning
- Responsible citizens
- Mindful of a healthy and balanced life style
- Aesthetically appreciative
- Emotionally & relationally healthy

## **STATEMENT OF FAITH**

Seventh-day Adventists believe a Trinity of three persons - the Father, the Son and the Holy Spirit - make up one God. They made salvation possible when Jesus, the Son, came to earth as a baby in Bethlehem and lived a sinless life in accordance with the Father's will. When Jesus was crucified for the sins of the people and arose from the dead on the third day, victory was won for everyone.

When He returned to Heaven following the resurrection, Jesus left the Holy Spirit to serve as our Comforter and Counselor. He promised to return to earth a second time to complete His plan of salvation and take His people to Heaven. Adventists are among the believers who look to that day.

Adventists believe that God is concerned with the quality of human life, and that everything - the way we live, eat, speak, think, interact, and care for the world around us - is part of His plan. Our families, our children, our jobs, our talents, our money, and our time are all important to Him.

## **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). FAANS is an affiliate member of the Council for American Private Education (CAPE) and is recognized by the State of Florida. Currently we are preparing to receive accreditation from Middle States Association of Colleges and Schools, a national accrediting body.

## SCHOOL AFFILIATIONS

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

## ADMISSIONS

### ADMISSIONS CRITERIA

In being a member of the Orlando Junior Academy family, students and parents must understand and support OJA's Mission Statement, Philosophy and Objectives. The parents are also encouraged to support the work of OJA through prayer, volunteer service and financial contributions. Students are expected to follow the behavior guidelines and regulations of the school at all times.

### ADMISSION PROCEDURES

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

### NEW STUDENT PROCEDURES

1. Before completing the application procedure, we request that interested contact the school by phone or in person. This enables us to better determine your family's educational goals and needs before beginning the application process. Thank you for respecting this policy.
2. Tour of campus - We require you to visit the school if you intend to apply. You will have the opportunity to visit the classrooms, meet the teachers, see the students in the learning environment, and ask questions. Tours are approximately an hour in length.
3. Administrative interview with parent and child
4. Within 5 – 10 days, parents will receive a letter informing them of future application procedure.
5. Application and Application Fee returned to school
6. Student testing occurs after application is complete and all documentation is received.
7. Admission Committee Review
8. Letter informing parents of Admission Committee Review results will be sent.
9. If accepted, appointment with Business Manager must be made to make financial arrangements
10. Students granted admission will be on probation for nine weeks before being given regular status.

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.

### RETURNING STUDENT PROCEDURES

1. Complete re-application application and pay application fee
2. Admission Committee will review attendance, behavior, academics and financial status of each student
3. Letter informing parents of Admission Committee Review results will be received in June of each year.
4. If re-acceptance is granted, an appointment with Business Manager must be made to make financial arrangements

Admission is closed at the beginning 4<sup>th</sup> of quarter. Students will not be allowed admission to OJA during the 4<sup>th</sup> Quarter, unless they are relocating from out of town. No transfers will be accepted from neighboring schools such as FLEC, Mt. Sinai, Forest City Spanish, Beryl Wisdom, and area public schools, etc.

### ADMISSIONS CALENDAR

Late January Pre-registration (returning students only)

Last Sunday in Pre-School and Kindergarten Round-up  
January

Second week Pre-K and Kindergarten admission letters  
in February sent to parents

February New students begin application process

June Returning student acceptance letters will  
be sent

As process is New student acceptance letters will be  
completed sent

### ENTRANCE TESTING

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

### PLACEMENT

The OJA Admissions Committee is comprised of administration and teacher representatives. This group considers placement carefully and has the best interest of each child in mind. It is not our practice to place students above the grade level assigned from the previous school year.

We are committed to small classroom environments. Please be aware that applicants are not assigned a number or position, but rather, we evaluate all applicants for the particular grade or classroom on the basis of varying factors. We review all students considering the needs and abilities of the child, the class dynamics, and our school's mission and program. *These details and decisions are strictly confidential.*

## **ENTRANCE AGE**

It is required that children entering Pre-K be at least four on or before September 1 of the current school year. Kindergarten students should be five on or before September 1. 1st graders should be six on or before September 1.

## **WITHDRAWAL**

Withdrawal of all students must go through the school office. The withdrawal process begins with an exit interview from administration. A minimum of two weeks is needed in order 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.

## **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.

## **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.

Orlando Junior Academy prepares students for full participation in a dynamic world, promoting relevant and rigorous academics, character development, and social responsibility. OJA utilizes the talents and expertise of dedicated teachers, community professionals, and engaged family members, within the proven Expeditionary Learning model. NAD and National Content Area Standards are used to design Expeditionary-Learning curriculum in order to develop expectations emphasizing personal responsibility for learning.

We believe in providing students with an instructional framework based on learning expeditions. These expeditions make-up the context of instruction around an engaging topic connected to real world experience. Within a learning expedition, student will find multiple curricular disciplines. Together; as parents, faculty, and staff; we strive to create the ideal learning environment for our students.

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

## **COMMUNITY SERVICE**

The home, church, and school, work cooperatively to provide students with activities that will bring spiritual and physical blessings to others. Throughout the year various activities are planned. We encourage families to participate in these outreach activities as time and finances permit.

## **HOMEWORK**

Orlando Junior Academy considers homework to be a worthwhile use of time outside of the regular school hours. Homework provides students with the opportunity to practice, maintain, enrich, complete, or make up classroom activities. Homework is designed to help develop independent study habits and appreciation for learning.

Homework will emphasize:

**Practice** in basic skills previously taught. For example studying for a test, remedial activities, projects and enrichment activities, which allow students to elaborate on classroom learning. Mastering a skill requires a fair amount of focused practice spread out over time.

**Preparation**, which provides a student the opportunity to begin thinking about a new concept prior to systematically studying it in class.

Reading a variety of books to enhance reading skills is encouraged. Students should read between 10 to 30 minutes each night.

Families should plan for ten minutes of homework times the grade number that they are in. 1st graders would have 10 minutes of homework, while 8<sup>th</sup> graders would have 80 minutes, of homework time.

If an excessive amount of time beyond these limits is being spent on homework each night, it should be a signal to check with the teacher to see if there is a problem.

## **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 may either be 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. Final report cards and transcripts are mailed pending financial clearance.

## **GRADING SYSTEM**

The purpose of grades is to accurately reflect individual student achievement as related to course objectives. Report cards also provide separate feedback on a range of skills including: learning skills, citizenship, behavior, attitude, participation, and efforts, as these components are not a part of the achievement grade.

Kindergarten grades are developmental in focus. Students receive **I**ndependent, **P**rogressing, **N**ot progressing, to indicate the child's mastery of course objectives and skills.

- I Student knows the skill, is willing to apply the skill appropriately, and has developed self-assessment strategies for the skill
- P Making progress toward independence of skill, yet is inconsistent in application and may need some assistance
- N Is not able to execute skill independently, needs extended support and assistance

In 1st and 2nd grades, a letter grade of **E**xcellent, **S**atisfactory or **N**ot 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.

- E The student consistently demonstrates advanced proficiency of grade level expectations
- S The student is meeting grade level expectations
- N The student's growth rate is not meeting grade level expectations

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

- A 90-100% Superior work; which exceeds grade, level expectations and consistently demonstrates mastery above grade level.
- B 80-89% Above average work that evidences some applications which are above grade level requirements
- C 70-79% Average work that meets minimum course requirements and consistently demonstrates mastery at grade level
- D 60-69% Work fails to completely meet minimum grade level requirements, although student is making progress toward mastery
- F 0 - 59% Failure that indicates lack of application or neglect in meeting course requirements. The student needs substantial support to meet grade level

expectations. S/He is experiencing difficulty and has not yet mastered the skills

INC An Incomplete 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, satisfactory 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, satisfactory 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 special 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.

The "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

### IOWA Test of BASIC SKILLS

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 6<sup>th</sup> to determine their progress in acquiring the early literacy skills and to plan instruction as needed.

**D.I.B.E.L.S. MATH** measures early numeracy and computation for kindergarten through 5th grade to determine a students progress in acquiring math computation and problem solving skills.

### WrAP (Writing Assessment Program)

The WrAP provides a direct measure of writing ability via a writing sample from each student. WrAP uses a six-trait, six-point rubric to provide information that can help target instruction in writing. Students in grade 3, 5, and 7 take this assessment each spring.

## 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.

## ABSENCES

An excused absence gives the student an opportunity to make up any missed work, quizzes or test. It also provides an extension to turn in homework or other assignments. With unexcused absences students are not permitted to make up any missed quizzes, test or assignments. In hardship cases, parents may bring a note to the office, requesting that their child be allowed to make up schoolwork due to unexcused absence.

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 lasting 3 or more days or a doctor’s appointment, a doctor’s note is required. All notes should be turned in to the office no later than 48 hours after the child returns to school..

## PRE-ARRANGED ABSENCES

To receive an excused absence for an essential family trip, the parent must request permission to be absent in writing and submit it to administration a minimum of five school days prior to the absence. Planned absences should be kept to a minimum. If the parent does not give advance notice, the absence may be counted as unexcused. Missed work will be outlined on the return of the student. Missed work will be provided to the student to the equivalent number of days as the absences. It is the responsibility of the parent and the student to master missed content and deliver back work.

## TARDY POLICY

Students are expected to be in their seats and ready to begin class when the bell rings at 8:00 a.m. Students are to go to the office to obtain a tardy slip if arriving after 8:00 a.m. 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 per family) 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.

## PERFECT ATTENDANCE

Students are encouraged to have good attendance with minimal tardiness and absences. Students with no absences, tardiness or early dismissal days (excused or unexcused) will be recognized.

## 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, dress and to refrain from smoking.

Research that parental involvement in their children's education can result in a variety of positive outcomes including greater interest in school, better attendance, enhanced teacher-child relationships, and increased self-esteem.

## **VOLUNTEER SERVICE**

Orlando Junior welcomes and encourages parental involvement. The administration, staff and faculty appreciate all parents who volunteer their time and service. All school volunteers must complete the Volunteer Screening Form. Parents working directly with students must have a criminal background check on file. Volunteers must sign in at the office and be given an identification badge.

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.

## **OTHER PARENTAL INVOLVEMENT OPPORTUNITIES**

Open House is held at the beginning of the year to allow the parents to meet their child's teachers and review classroom expectations.

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 required to attend. Parent/Teacher Conferences may be scheduled by appointment as parents or teachers deem necessary. 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 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 provide as little disruption as possible.

## **SCHOOL NEWSLETTER**

The Jaguar's Roar, OJA's official school newspaper, is published several times during the school year. The paper is sent via email.

Classroom newsletters and the principal's weekly emails include 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 newsletters and principal's emails ahead of time. Parents are urged to read these items weekly and stay informed of all school news and activities.

## **TELEPHONE**

Orlando Junior Academy tries to minimize disruptions to the students learning process. If a parent needs to get a message to their child, the office will pass that message along. If students need to get in touch with parents they must get permission first from the classroom teacher then from the office personnel; all attempts will be made to help students resolve the issue before a phone call is made.

## **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 8th 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.

### **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.

### **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.

### **MISCELLANEOUS COSTS**

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

\*Students with past due accounts will not be able to participate in after school sports and other activities that require additional fees.

### **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.

## **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.

## **WITHDRAWAL**

Orlando Junior Academy reserves the right to withhold transcripts due to unpaid accounts.

## **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 placed on administrative suspension until the account is brought to a current status. After two weeks, students will be administratively withdrawn from school with no registration fee refunded. All final grades, student information and scholastic records will be held 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.

## **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, gang-related paraphernalia, personal listening devices, hand held game devices, tablets and/or laptops. These are not permitted on school property or at school activities and will be confiscated.

Cell phones are prohibited on school property. If student has a cell phones it is to remain in the student's locker at all times. Any cell phone being used during school hours will be confiscated.

OJA is not responsible when prohibited devices are lost or broken at school.

## **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 off-campus, 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.

## **BULLYING POLICY**

OJA believes that all students have the right to a safe and healthy school environment. As a school and community, we have an obligation to promote mutual respect, tolerance, and acceptance. OJA will not tolerate behavior that infringes on the safety of any student.

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both students who are bullied and those who bully others may have serious, lasting problems. In order to be considered bullying, the behavior must be aggressive and include:

1. An Imbalance of Power: Children who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
2. Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

OJA expects students, parents, and/or staff to immediately report incidents of bullying to administration. Each complaint of bullying will be promptly investigated. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

## **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.

Due to the tender age of OJA students, the school will not condone or encourage any exclusive relationships between students.

## 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. There is zero tolerance for fighting.

## 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 procedures will be distributed to parents and students.

## RECOMMENDED ACTIONS

Inappropriate behavior can result in the following recommended actions-

**Disciplinary Referral Form (DRF):** is a form designed to identify and deal with inappropriate behavior during school or school events. Students are given an opportunity to describe the event, then the teacher will describe event, in some instances the principal or designee will also provide a statement and recommend consequences for student behavior. In most cases, parents will be asked to sign the form and return it to school the following day.

**Suspension:** Is the process of removing the student from the classroom to allow him/her time to consider his/her 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.

## 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 via our computer lab and classroom computers. This access is a privilege, and its purpose is for education and academics. All students must abide by the following policies at all times.

1. Users are to respect and treat all technology with care.
2. Students may not use computers without teacher supervision.
3. Students must follow the classrooms and/or computer lab rules.
4. Users are not to move, disassemble, disconnect, or attempt to repair any hardware. If there is a problem with the computers it must be reported to the computer teacher.
5. Users are not allowed to install, copy, store or transfer software or apps to OJA equipment. If you have a need for special software please consult with the computer teacher.
6. Users must respect the privacy of others. No accessing, copying, deleting or modifying someone else's files without their consent.
7. Any inappropriate material willfully accessed, downloaded, transferred or otherwise brought on campus and/or school related activities will result in disciplinary action.
8. Students are not to give out personal information about themselves, peers, faculty, staff, family members, or anyone else.
9. Users may not use chatting, messaging services, or social websites without permission from OJA staff.

OJA uses content filtering to protect our users from inappropriate material, malicious software, etc. However, no filter is 100% effective, therefore users must use caution when using the internet.

Violations to this policy could result in immediate disciplinary action and/or partial or complete suspension of computer privileges. OJA reserves the right to suspend privileges of any user at its own discretion.

From time to time a student may be given permission by parents and teachers to bring his/her own device. While on campus or school related activities, the student must observe all OJA policies and rules and only use the device at the specified time and purpose. If devices are misused, OJA reserves the right to hold onto the device for the student, or take any other appropriate action.

## DRESS CODE

### Standard of Dress / Uniform Policy

The aim of the OJA Standard of Dress is to promote modesty, neatness, safety, and a distinctively positive school image. It is intended to encourage concentration on learning, address health and safety considerations, minimize clothing cost, create school unity, promote equality and lessen social pressures.

## Appearance:

**Students will present a modest, clean, and neat appearance at all times.** All clothing is to be appropriately sized, worn correctly, and appropriate for the weather and/or occasion. Pants/shorts/skirts should be worn at the waist, shirts are to be buttoned and tucked in, and closed-toe shoes are to be tied/fastened and worn at all times. Clothing should be clean and in acceptable repair (not excessively faded/worn, no rips/holes, no noticeable stains).

## Shirt/Blouse:

**Shirt - Long or short sleeved polo shirt with official OJA logo. Red Polo (PreK - 4<sup>th</sup>) and Navy Blue Polo (5<sup>th</sup> - 8<sup>th</sup>).** In cold weather, short sleeve polo shirt may be worn with matching color long sleeve shirt.

**Blouse - White peter-pan collar blouse may be worn only (K-4<sup>th</sup> only under jumper) and (5<sup>th</sup> - 8<sup>th</sup> with official OJA logo and only with plaid skirt/skort).**

## Pants:

**Navy Blue Pants (PreK - 4<sup>th</sup>) and Khaki Pants (5<sup>th</sup> - 8<sup>th</sup>).** (Capri-style pants are acceptable for girls. Cargo-style pants are not permitted.)

**Jeans:** "Jean Friday"- designated non-uniform "jean-day" in which student may pay \$1.00 to wear uniform polo with jeans/jean shorts/jean skirts and any closed toe/heel shoes. (Skinny jeans/Jeggings are not permitted.)

## Shorts:

**Navy Blue Shorts (PreK - 4<sup>th</sup>) and Khaki Shorts (5<sup>th</sup> - 8<sup>th</sup>).** Modest - acceptable lengths are above-the-knee to below-the-knee. (Capri-style pants are acceptable for girls. Boy shorts should not extend to the mid-calf. Cargo-style are not permitted.)

## Skirts/Skorts:

**Navy Blue or Plaid\* (PreK - 4<sup>th</sup>) and Khaki or Plaid\* (5<sup>th</sup> - 8<sup>th</sup>).** Modest - acceptable lengths are above-the-knee to below-the-knee.

## Jumpers/Dresses:

**Jumper with official OJA logo: Navy Blue or Plaid\* (PreK - 4<sup>th</sup>)**

**Dress with official OJA logo: Red (PreK - 4<sup>th</sup>) and Navy Blue (5<sup>th</sup> - 8<sup>th</sup>).**

## Physical Education (PE):

**PE Uniform: OJA PE-logo Performance Athletic Wear Shirt\*\* and Performance Athletic**

**Wear Gym Shorts.** (Undergarments may be worn for modesty. In cold weather, solid sweatpants or gym shorts with leggings/tights may be worn)

**-Red PE Performance Shirt & Navy Blue Gym Shorts/Sweatpants (PreK - 4<sup>th</sup>)**

**-Navy Blue Performance Shirt & Red Performance Gym Shorts/Sweatpants (5<sup>th</sup> - 8<sup>th</sup>)**

- PE Uniform optional for PK - 2nd grade, 2 days/week
- PE Uniform is **REQUIRED** for PE classes **3rd - 8th grade**, 2 days/week
- PE Uniform may be worn to school as uniform on scheduled PE days, or student may change into PE Uniform prior to and/or following PE class
- **PE Shoes: Athletic Shoes with non-marking sole required for all PE classes, PK - 8<sup>th</sup>**

**\*\* OJA PE Logo Performance Athletic Wear Shirt - available only at Educational Outfitters**

## Shoes:

**Uniform: Closed toe/heel shoes with non-marking soles in solid color-Black, Brown, or Navy Blue;** (no writing/markings, solid color soles and stitching); **K - 8<sup>th</sup> grade.**

**PE Shoes:** Students wearing PE Uniform are required to wear **athletic shoes with non-marking soles.** For all PE Classes, PreK-8th, **athletic shoes with non-marking soles are required,** regardless of uniform attire (non-marking soles = shoes that do not leave black mark on gym floor)

**Boots: solid color-Black, Brown, or Navy Blue** (Boots may be appropriate for cold weather, Nov-Feb only)

## Belt:

**Solid color-Black, Brown, or Navy Blue;** 1<sup>st</sup> - 8<sup>th</sup> grade are to wear belt when pants/shorts have belt loops; Belts are not required for PreK or Kindergarten wearing elastic waist band pants/shorts.

## Socks/Tights/Leggings:

**Socks- Solid color-Black, Brown, Navy Blue, White, or Red socks are to be worn with shoes.**

**Tights - Solid color-Red, Navy Blue, or White tights may be worn under skirts/skorts/dresses/jumpers.**

**Leggings - Solid color-Red, Navy Blue, or White leggings may be worn under skirts/**

*skirts/dresses/jumpers/gym shorts.*

**Outerwear:**

**Solid color- Navy Blue, White, or Red Sweater, Sweatshirt, or Light Jacket** (official OJA logo optional, no writing/markings are permitted. Sunglasses, head coverings, hats, caps, and coats are not to be worn inside buildings.)

**Jewelry:**

**A watch may be worn; other jewelry is not permitted.**

**Non-Uniform Attire:**

**Designated Non-Uniform Day – 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 promotes anything illegal, immoral, obscene, offensive and/ or a lifestyle that is not representative of Christ.

**Jeans:** “Jeans Friday”- designated non-uniform day in which student may pay \$1.00 to wear uniform polo with jeans/jean shorts/jean skirts and any closed toe/heel shoes. (Same general standards as uniform policy, Skinny jeans/ Jeggings not permitted)

**“Give-Back Day”:** - designated non-uniform day in which student may pay \$2.00 to wear non-uniform attire (as delineated under “**Designated Non-Uniform Day**” and/or “**Jeans**”) with any closed toe/heel shoes.

**Student Hygiene:**

Student dress, grooming, and cleanliness are important to the growth and development of a student. Students are expected to maintain good hygiene, which promotes health, cleanliness of body, and student self-confidence.

- Due to the active school life and warm climate, students should bathe daily. Deodorant/powder is acceptable as needed.
- Teeth should be cleaned at least two times daily.
- Fingernails should be neatly trimmed short and kept clean. Natural/neutral/clear fingernail polish is permitted for girls.
- Girls make-up should be natural and unobtrusive.
- Hair should be clean, well-managed, natural color, not cover the eyes, and non-distracting/ non-extreme cut. Boy’s hair should not have tail or ponytail. Hair ornaments should be modest and color coordinated with attire.

\* OJA Plaid: Hunter/Classic Navy Plaid

\*\* OJA PE logo Shirt available only at Educational Outfitters\*\*

**Uniform Retailers**

OJA has partnered with *Educational Outfitters, Lands End Uniforms, French Toast School Wear, and Seams Sew Right Embroidery* to provide options for better value, quality and accessibility for uniform attire, including official OJA logo application. **PE uniform shirts\*\* are available only at Educational Outfitters;** all other uniform attire may be purchased from these partners or other retailers.

<p><b><u>EDUCATIONAL OUTFITTERS</u></b></p> <p>3845 East Colonial Dr. Orlando, FL 32803 407-897-5363</p>	<ul style="list-style-type: none"> <li>• Uniform store for uniform attire including official OJA logo</li> <li>• 1-year performance guarantee</li> <li>• Local and Online</li> <li>• <b>**Only provider of PE Uniform Shirts**</b></li> </ul>
<p><b><u>LANDS END</u></b></p> <p>www.LandsEnd.com http://www.landsend.com/shop/school-uniforms/-/N-g54</p> <p><b>Preferred School Number: 900162959</b> <b>1-800-963-4816</b></p> <p><i>Lands End at Sears in Fashion Square Mall</i> <b>3111 E. Colonial Dr.</b> <b>Orlando, FL 32803</b> <b>407-228-6255</b></p>	<ul style="list-style-type: none"> <li>• Uniform attire OJA site including official OJA logo and shoes</li> <li>• Lifetime Guarantee</li> <li>• Preferred School Program with Reward</li> <li>• <i>Lands End at Sears in Fashion Square Mall</i> (select uniform attire, no logo service)</li> <li>• Sizing Options (Toddler, Little Kid, Big Kid, Slim, Plus, Junior, Young Men, Adult)</li> </ul>
<p><b><u>FRENCH TOAST</u></b></p> <p><b><a href="http://www.FrenchToast.com">www.FrenchToast.com</a></b></p> <p><b>Source Code: QS44B7V</b> <b>1-800-FrenchToast (1-800-373-6248)</b></p>	<ul style="list-style-type: none"> <li>• Online store for uniform attire, including official OJA logo and shoes</li> <li>• Sizing Options (Toddler, Slim, Plus, Husky, Junior, Young Men, Adult)</li> <li>• Rain jacket</li> </ul>
<p><b><u>SEAMS SEW RIGHT EMBROIDERY</u></b></p> <p><b>2720 Forsyth Rd</b> <b>Winter park, FL 32792</b> <b>407-671-4876</b></p>	<ul style="list-style-type: none"> <li>• <b>Official OJA logo Embroidery Application ONLY</b>, no uniform attire available for purchase (official OJA logo embroidery service for polo shirts, dresses, jumpers, outerwear purchased at another retailer)</li> </ul>

**Uniform Policy Adherence**

OJA takes seriously the responsibility for maintaining a safe

and orderly learning environment. The unified Standard of Dress/Uniform Policy is one of many policies that help create an environment that promotes safety, order, and a constructive learning atmosphere that is conducive to student success.

***Except on designated non-uniform days, it is an expectation that all students will wear school uniform attire that meet the Uniform Policy from student's arrival to dismissal. Parents are expected to partner with the school in ensuring adherence to the policy prior to their student(s) arriving on campus.***

***Please contact OJA Administration if your student is experiencing challenges meeting the uniform policy.***

Unfortunately, the following consequences will be upheld for students not abiding by the uniform policy: a Disciplinary Referral Form (DRF) will be issued as a warning for the first two offenses. For a third offense, the student will receive a \$5 fine, and then \$10 fine for each additional offense. Note: OJA reserves the right to make a determination regarding individual situations.

## **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.

Parents will be notified about a child's serious illness and decisions for care will be provided by school staff.

### **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. School Medication Authorization 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).
6. Fever reducers will not be allowed.

## **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. Pick-up person must be documented in writing.

## **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) and the Florida Adventist Sports League (FASL).

### **ELIGIBILITY AND GRADES**

Students who participate in OJA after-school athletics are Christians first, leader in school and communities second, and finally athletes. 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**

Students progress will be measured weekly at the end of the school day Thursdays. If a 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 not permitted to practice with sports teams. Attendance in study hall will be required until the student brings up his/her grade.

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 the incomplete 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**

Players are expected to conduct themselves in a manner which shall bring credit to themselves, OJA their communities, and coaches and families. They shall refrain from any conduct which degrades, baits, intimidates or otherwise discredits their opponents or officials.

## **SPORTSMANSHIP CODE**

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

## **SPORTS PHYSICAL AND MEDICAL FORMS**

We recommend but do not require physicals.

### **LEAGUE FEE**

All athletes will be charged a uniform rental, 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., the same charge after 5:30 on Fridays or 5:00 during daylight savings time.

### **BEFORE SCHOOL CARE**

For the convenience of those parents who have to go to work early, the school offers Before School Care starting at 7:00 a.m. No supervision is available before 7:00 a.m., therefore parents arriving before 7:00 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. Students attending this program are required to remain in the designated area and remain under supervision of the assigned personnel until dismissed. Students are to be in a supervised area at all times. Failure to be in a supervised area is grounds for dismissal.

### **DISMISSAL PROCEDURES**

Any student not picked up by the end of the dismissal period is required to go to the After School Care program (additional Aftercare fees apply). 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 staff. 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.

## **FOOD & NUTRITION SERVICES**

Orlando Junior Academy offers a hot lunch program each full school day of the 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. Hot lunches must be ordered and pre-paid by Thursday of the previous week. In case of an emergency, a lunch may be charged. Money for this charge is to be brought in the following day. Any school lunches ordered in advance will not be refunded or credited due to the fact that the school purchases food in advance based on the number of lunches pre-ordered.

## **LOCKERS**

Students in 5<sup>th</sup> grade and above will be assigned locks each year. Students may not bring their own locks 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 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.

## **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.