

# Orlando Junior Academy

# 2017 2018 | HANDBOOK



# Contents

I. About OJA	3
II. Admissions	4
III. Curriculum	7
IV. Student Achievement	8
V. Attendance	10
VI. Parental Partnership	11
VII. Financial Information	13
VIII. Communication	14
IX. Student Conduct	15
X. Athletic Department	18
XI. Technology	18
XII. General Information	19

# I. About OJA

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## 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, 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:

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

## GENERAL OBJECTIVES

Orlando Junior Academy aims to:

- Develop within each student a knowledge of God and His world.
- Develop an awareness of the Lordship of Jesus Christ over all areas of life.
- Educate the whole child -- mind, soul and body.
- Develop an awareness and sensitivity to the cultural diversity in which the child lives.
- Encourage students to think independently, based on Biblical guidance.
- Prepare students for additional training in academic or vocational endeavors.

- Enable students to identify and cultivate their God-given talents for ministry and service.
- 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 lifestyle
- 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 MSAC - 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.

# II. Admissions

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## ADMISSIONS

OJA is dedicated to the development of life-long learners, highly values the learning of the students we serve, and strives to assist our students to reach their highest potential. OJA seeks to enroll children who will benefit from the mission, vision, and core values of OJA and who will contribute to the OJA community through their attitudes towards fellow students, their sense of responsibility, and their active interests in learning. OJA believes every parent, child, and extended family member, as well as every staff and faculty member in our OJA community, has something to contribute to the learning process. We are dedicated to establishing a diverse community of learners who are committed to these beliefs and contribute positively to the learning process.

## ADMISSIONS CRITERIA

First and foremost is the desire for OJA's learning program to successfully meet the needs of the students admitted. At OJA we make sure that each student is the right fit before awarding acceptance to the school. We strive to do what is in the best interest of each student, family, and ultimately the learning process for all our students.

The admission process provides prospective families many opportunities to explore our school philosophy and programs, and allows OJA staff to get to know each family and student. Admission decisions will take into account 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 the student to determine a good fit between the applicant's academic and social-emotional learning needs, goals and expectations as well as OJA's programs and resources.

OJA was not established for the purpose of offering special education, is not equipped to meet the special needs of some students, and is unable to accept students who have serious physical, scholastic, social or behavioral problems. Administration, teachers, parents and students work to meet student learning-needs within the scope and means of the classroom setting. However, these classroom strategies may not always be sufficient to achieve desired results. Acknowledging the constraints of our small school and its limited resources, applicants may be denied admission if their needs cannot be met.

In being a member of the OJA family, students and parents (guardian) must understand and support OJA's Mission Statement, Philosophy and Objectives. Families are 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. All students who present themselves for admission to OJA thereby pledge to willingly observe all its regulations, to uphold Christian principles upon which the school is operated and, to the best of their ability, perform all school duties assigned to them. It is also understood that should they break their pledge, they forfeit their right to attend OJA. OJA Board retains the right to refuse admission to any student who does not exhibit the academic, emotional or physical readiness necessary to successfully accomplish learning tasks and contribute to the learning process.

## ENTRANCE AGE

The State of Florida mandates that on or before September 1 of the current school year, students entering PreK4 must be at least 4 years old; students entering Kindergarten must be 5; and students entering 1st grade must be 6. Students who turn the mandated age of a class after the cutoff date will remain in the younger classification for the duration of the school year.

## PLACEMENT

The OJA Admissions Committee is comprised of school administration, faculty representatives, and may include board representation of individuals with an education background. Members of this Committee have signed a confidentiality commitment. This group considers placement carefully and has the best interest of each child in mind.

An academic placement test will be administered to all prospective students in grades 3-8. If a student scores more than one year below grade level in core subject areas, additional curriculum-based testing should be done to confirm results. For kindergarten, first grade, and second grade, informal curriculum-based assessment in reading, writing, and math should be administered to obtain information on the student's academic status.

The Admissions Committee will review the data (previous report cards and standardized tests, psycho-educational assessment reports, IEP recommendations, formal and informal admissions test results, recommendation letters, etc.) to determine if the student's educational needs can be met by the school. If a student is performing more than one year

below grade level, the committee must identify the support systems the school must put in place to move the student forward academically and behaviorally. If it is deemed the school lacks sufficient resources to provide appropriate academic or behavior intervention or the school cannot meet the student's educational needs, the student will not be accepted.

OJA is committed to effective classroom environments. All applicants are evaluated 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 OJA's mission and program. Additionally, it is not OJA's practice to place students above the grade level assigned from the previous school year.

## ADMISSIONS PROCEDURES

### New students:

The pre-application process helps to identify whether OJA is able to meet the educational goals and needs of the child prior to the collection of fees or additional paperwork.

1. Pre-Application Procedure
  - a. The interested family will schedule a tour of our campus.
  - b. Family, with the prospective student, will meet with Administration.
  - c. If applying during the school year, the family will make arrangements for the student to attend one full day of classes to determine if OJA will be a good fit for the incoming student.
2. Application Process
  - a. An online application will be submitted (including required documentation). <http://www.discoveroja.com/> registration
  - b. Pay application fee.
  - c. The family will make an appointment for the student to be tested at OJA.
  - d. Once documentation, fees, and testing are completed, the Admissions Committee will review the information to determine if OJA is a good fit for the student.
3. Enrollment Process
  - a. The OJA Admissions Committee will communicate to the family the results of the student review. If accepted, an email will be sent with the next steps in order to complete the enrollment process.
  - b. The family will make an appointment with the Business Manager to obtain financial clearance.
  - c. All students will be admitted on academic and behavior probation for 9 weeks, prior to obtaining full-enrollment status.

### Returning Students:

Students are enrolled at OJA for one year at a time. In order to be invited to return to OJA in succeeding years, students are expected to be supportive of school policies and benefiting from the spiritual and academic objectives of the school.

1. Re-Enrollment Application
  - a. Families will submit a completed online re-enrollment package and pay the corresponding fees.
  - b. The Admissions Committee will review the attendance, behavior, academics and financial status of each student wishing to re-enroll.
  - c. After the Admissions Committee has acted upon the returning student's re-enrollment, a letter will be sent to the family informing them of the decisions of the Committee.
  - d. If re-enrollment has been completed by March 31, a letter will be sent out to the families, informing them of the decision made by the Admissions Committee, no later than May 15.
  - e. Families who re-enroll after March 31 will be notified after May 15.
  - f. Upon successful re-enrollment, families will make a financial clearance appointment with the Business Manager prior to June 30.



## PROBATION

All new students will be admitted on a three-month probationary period, and parents will be made aware of this once approval for admission has been granted. For students with academic or behavioral concerns, a review may occur at any time during the probationary period, and must occur at the end of the first grading period or at the end of the three-month period to evaluate if the plan is working appropriately, revise it, or make a different decision to benefit the student.

## MID-YEAR TRANSFER STUDENTS

Mid-year students will not be granted admission to OJA anytime during the 2nd Semester, except in the case that a family has relocated to Orlando from another city, state, or country.

## WITHDRAWAL

Withdrawal of all students is handled through the school office. A withdrawal form is submitted to Administration, who will initiate the process. A minimum of two weeks is needed in order to secure interim or final grades from the teacher, turn in books, and receive financial clearance by the Business Manager. Records will be released when these steps are completed and there is no outstanding financial balance.

## NON-DISCRIMINATION POLICY

OJA admits students of all faiths, nationalities and ethnic origins, to all the rights, privileges, programs, and activities generally accorded or made available to students as outlined in this student handbook. Seventh-day Adventist doctrine is taught in the curriculum and all students take Bible classes.

# III. Curriculum

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## 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 developed 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's 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 8th 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.

# IV. Student Achievement

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## STUDENT ACHIEVEMENT

At OJA, student achievement 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 the 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 grades are developmental in focus. Students receive **Independent**, **Progressing**, **Not 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.
- PT - Making progress toward independence of skill, yet is inconsistent in application and may need some assistance.
- NT - Is not able to execute skill independently, needs extended support and assistance.

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

- 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 the Letter Grade (LGr) with corresponding Grade Percentages and GPA for grades 3-8.

LGr	Percentage	GPA	LGr	Percentage	GPA
A+	97.5-100%	4.00	C+	76.5-79.49%	2.33
A	93.5-97.49%	4.00	C	73.5-76.49%	2.00
A-	89.5-93.49%	3.67	C-	69.5-73.49%	1.67
B+	86.5-89.49%	3.33	D+	66.5-69.49%	1.33
B	83.5-86.49%	3.00	D	63.5-66.49%	1.00
B-	79.5-83.49%	2.67	D-	59.5-63.49%	0.67
			F	0-59.49%	0

## ACADEMIC HONORS RECOGNITION

OJA delights in celebrating a student's academic achievement.

- **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 have a 4.00 Grade Point Average on the quarterly report card in all subjects.
- **Honor Roll:** Students in grades 3-8 will be eligible for Honor Roll. In order to qualify for Honor Roll status, a student must have a 3.67 Grade Point Average on the quarterly report card, with no individual subject grades lower than a B-.
- **Honorable Mention:** Students who attain a 3.33 Grade Point Average with no individual subject grades lower than a C- on the quarterly report card will receive an Honorable Mention designation.

The names of students who earn these rewards will be posted. Students on the Principal's List and/or Honor Roll, who also exemplify good citizenship and satisfactory attendance, will qualify for additional recognition.

## ACADEMIC ACTION PLAN

A personalized (student-centered) academic plan will be developed in coordination with the teacher, parents, and administration with the purpose of supporting academic and personal growth for a student who is below grade level as indicated on standardized testing, admissions placement testing, or with a quarterly grade below 69%. The academic action plan may involve organizational skills, learning support, and additional tutoring (at the families' expense), limiting/withdrawing extra-curricular programming, and monitoring of assignments, assessments, etc. During the action plan time frame, the student, parents and teacher(s) will have regularly scheduled meetings to review progress. Failure to carry through an action plan on the part of a student or the parents may result in administrative withdrawal from school.

## INCOMPLETE WORK

Class work and assignments are expected to be completed and turned in on time. If circumstances arise that might prevent a student from completing or submitting work on time, it is expected that the teacher(s) be notified as early as possible so arrangements can be made to prevent student's learning and grades from being adversely affected.

## GRADEBOOK MARKS

The following grade marks will be used when a score has not been given.

- **D-Drop** = Assignment will not be counted. No penalty.
- **E-Excused** = Assignment is excused. There's no need to turn it in. No penalty.
- **INC-Incomplete** = Assignment has not been turned in or is incomplete. The mark value is equal to zero. The mark will be removed when the assignment is submitted, otherwise, a value of zero remains.
- **A-Absent** = Student was absent and the missed assignment doesn't need to be turned in. No penalty.
- **P-Pending** = Assignment is in the process of being graded, or an agreement was reached where the assignment will be turned in at a later time. The assignment is expected. No penalty. Mark will be removed when a grade is applied.
- **M-Missing** = Assignment is missing, but expected. The mark value is equal to zero. The mark will be removed when the assignment is submitted, otherwise, a value of zero remains.

## PROGRESS ASSESSMENT

ITBS. The Iowa Test of Basic Skills is given to students Grades 3–8 in the fall of the school year to determine 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 6th 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 6th grade to determine a student's 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 3-8 take this assessment each Spring.

## GRADUATION

Students in grade 8 are required to complete necessary course work in each subject before receiving permission to participate in the graduation ceremony.

# V. Attendance

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## ATTENDANCE

OJA strongly encourages regularity and promptness in school attendance. Absences can be harmful to student progress and may be reflected in their grades. As safety is always a priority, in the event of an excused or unexcused absence, a parent/guardian is expected to contact the school office prior to 8:00 AM to inform the teacher.

Absences are designated as Excused or Unexcused.

- **Excused Absence:** Absences that are excused include: death in the family, illness, medical appointments, court dates, Florida SDA Conference sponsored activities, or state and/or national sponsored activities. When an excused absence arises, OJA requests a note from parent/guardian. It is strongly encouraged that medical visits be scheduled after school hours or during vacation time. Students will have an opportunity to make up missed work, quizzes or tests in a timely fashion.
- **Unexcused Absence:** All absences that do not fall into the excused designation are unexcused. Tests or quizzes that were administered during an unexcused absence are to be made up on the day of return, except for planned unexcused absences.
- **Planned (Unexcused) Absence:** It is not advisable for parents to take their children out of school for vacation or for other avoidable reasons. However, it is recognized that valuable family experiences may take place during the school year. If a family plans such an activity, it is expected that prearrangements with the teacher and office be made. Parents are to communicate in writing to administration and the teacher at least five school days prior to the absence. This allows all parties to preview what work will be missed and determine a plan for make-up or alternate work. During a planned unexcused absence, there will be no grade penalties for missed work.

## TARDY

Students are expected to be in their seats and ready to begin class at 8:00 AM. Students who are not present will require a tardy slip to enter class.

All excuses for tardy arrival are to be submitted in written form from the parent/guardian. A student arriving after 10:00 AM will be considered absent for the morning session. Arrival after 1:30 PM constitutes an absence for the afternoon session. A student taking early dismissal from the class program before 1:30 PM will be recorded as absent for the afternoon session.

## PERFECT ATTENDANCE

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

## EARLY STUDENT PICK-UP

If a student must leave school early, the parent/guardian is to submit a written note of explanation to the teacher prior to the start of the school day. This is a courtesy that allows the teacher to plan the day. The school attendance register is marked appropriately according to the time when the student leaves. Please understand that early pick-up could affect the student's attendance record.

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

# VI. Parental Partnership

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OJA strongly supports the shared belief and teaching of the Seventh-day Adventist Church that parents are the first and primary teachers of the children God has placed in their care. Research shows that family engagement matters for student success by improving school readiness, student achievement, and social skills. OJA believes that for education to be successful, the home must also fully participate and contribute in the education and learning process in the school. One of the foundational principles behind OJA is that the parents and the school are in partnership to provide the best possible education for the students. Being a parent/guardian at OJA calls for strong social support requiring commitment, dedication, and investment. OJA parents / guardians are required to agree to the following commitments upon their child's enrollment:

1. A Commitment to Family Engagement: A foundational philosophy of OJA is that the efficacy of a child's education is directly related to the level of engagement by parents in their child's moral, spiritual, and academic

training. Families understand their responsibility to create a culture of learning in their homes that encourages spiritual pursuit, moral maturity and academic interest, and deepens the relationship between parents and children that result in strong families and responsible citizens.

2. Attendance at 2 Parent-Teacher Conferences per year: The parent- teacher conference is an opportunity for parents to learn about their children's progress in school and for teachers to gain insights into their students' home and community lives. Parent perspectives on student strengths and needs, learning styles, and non-school learning opportunities can help teachers shape their instructional methods.
3. Attendance at 2 Parent Enrichment Events per year: OJA is dedicated to empowering parents and teachers to make a difference in the education, health, and safety of our students. OJA will provide at least 3 parent enrichment events per year. Parents must participate in at least two events.
4. Acceptable Parent Conduct & Communication: At OJA, appropriate behavior and communication is expected of all students, faculty, staff, administration, parents/guardians, and families. Appropriate conduct includes:
  - Kindness
  - Politeness
  - Honesty
  - Positive attitude
  - Follow guidelines for proper communication with their student's teacher.
    - Ask your teacher for the preferred way to schedule a conference.
    - When possible, please communicate in writing.
    - As partner with your child's teacher, communicate as clearly as possible and as often as necessary to facilitate academic progress for your child.
5. Immediate attendance to concerns or recommendations by the school: OJA faculty, staff, administration and school board desire excellence in education for each student. Concerns or recommendations made by the school to parents regarding behavior, conduct, academics, participation, or other items regarding the student or the parent, will be immediately attended to by the parent. Failure to address any issue to the satisfaction of the school shall result in the administrative withdrawal of the student.
6. Donate 20 volunteer hours per family: Our students are great because their parents and teachers support them in their dreams and desires to make the world a better place. We are grateful to our parents who lead by example making a priceless contribution to our school through their volunteer hours. Volunteers must sign in at the office and be given an identification badge. Volunteers working directly with students must have a criminal background check on file. Parents visiting the campus or attending school events are asked to set a positive example for students in their conduct, speech, dress and to uphold the school policies of health and wellness. Each family is expected to donate 20 hours throughout the school year, serving in whatever capacity they find the most fulfillment (see list of Volunteer Opportunities for various options and times ie: field trip chaperone, home-room volunteer, event set-up, etc.). Should your schedule not permit volunteering, a payment of \$10 per hour not served can be made to the Home & School Partnership.

Failure to meet these commitments and expectations may result in the administrative withdrawal of the student (at the discretion of the school board) and will disqualify the student for readmission the following school year.

## HOME AND SCHOOL PARTNERSHIP

All parents are members of the Home and School Partnership. The goal of the Home and School Partnership is to promote Christian education, facilitate added resources, promote community partnerships, be a liaison between the home and the school, and provide assistance as needed with school programs.

# VII. Financial Information

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## REGISTRATION FEE

The registration fee is charged each year for all students (PreK - 8th grade). It includes the cost of student accident insurance, textbook fees, library fees, testing, administrative expenses, etc. For students enrolling in the school year after December 31, registration fees will be reduced to 2/3 of annual amount.

## 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 paid monthly will be submitted through FACTS Tuition Management. 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 FACTS Tuition Management. All other charges (aftercare, gymnastics, etc.) will be billed by OJA to be paid on a monthly basis 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 that school year or who pay each semester in advance (August & January) are also given a discount.

## 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 Website or in Office)
- Field Trips
- Enrichment
- Private Music Lessons
- Gymnastics
- Athletic Teams
- School and sports pictures
- Other additional activities

Miscellaneous costs will be charged to the family account, but will not be automatically deducted from the bank account. Payments for miscellaneous costs must be made in the office by the 20th 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.

## 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

In the event of withdrawal from OJA prior to the completion of a school year, OJA 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

Student financial accounts are expected to be current at all times. In the event of a deficiency, the parents will be notified and expected to rectify the account upon notification. If an account is two months in arrears, the student will be placed on administrative suspension until the account is brought to a "paid" 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. Satisfactory financial arrangements of accounts are required before students may transfer to another school. Students who have an unpaid account at another school will not be admitted to OJA until the previous account has been paid.

# VIII. Communication

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## 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 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.

# IX. Student Conduct

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OJA Board seeks to enroll students who will benefit from the mission, vision, and core values of OJA and who will contribute to the OJA community through their attitudes towards fellow students, their sense of responsibility, and their active interests in learning. The goals of positive student conduct at OJA are to:

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 values of OJA
7. Ensure the safety of staff and students

OJA has high expectations of student behavior and conduct, both in and out of the classroom. Among the expectations are the following:

- Students will be on-time to school. On time is defined as in their classroom and ready to learn when school begins (bell rings).
- Students will arrive at school prepared:
  - Well rested
  - Well fed
  - Well groomed
- Students will comply with all school and handbook requirements
- Students will be expected to bring a healthy and nutritious lunch or purchase the school lunch.

- Students are expected to maintain a constructive and cooperative attitude
- Students are expected to be respectful.
- Students will not:
  - Physically harm themselves or another
  - Verbally or physically abuse anyone
  - Ignore instruction
  - Be disrespectful

Failure to meet these commitments and expectations may result in the administrative withdrawal of the student (at the discretion of the school board) and may disqualify the student for readmission the following school year.

## PHILOSOPHY OF DISCIPLINE

The aim of all discipline at OJA is to be restorative while ensuring all students benefit from and contribute to an effective learning environment.

## STUDENT EXPECTATIONS

At the beginning of each school year, classroom expectations and disciplinary procedures will be communicated to students and parents. Students will respect themselves, teachers, other students, and OJA property. Fighting, play-fighting or other forms of altercations will not be allowed as such behavior seriously impairs or severs relationships and produces a negative learning atmosphere. Any behavior that reveals a lack of respect is defined as disruptive behavior. Additionally, students are expected to be at the appropriate place and time to receive instruction. Consistently breaching these expectations is disruptive to the learning environment and will be addressed as outlined below.

## DISCIPLINARY PROCEDURES

To ensure all students benefit from and contribute to an effective learning environment, disruptive, disrespectful, or inappropriate behavior which is detrimental to the learning environment will be addressed and may result in the following additional recommended actions:

- **Detention:** Student may be placed on in-school or after-school detention based on the teacher's, principal's or designee's discretion. During detention, a student is given the opportunity for reflection and restoration. This may include activities such as school community service, actions to restore relationships, completing assignments or projects that create awareness for areas of concern.
- **Suspension:** Student may be removed from the classroom to allow him/her time to consider his/her behavior and how it may be corrected. This may occur in school or at home during school hours.
- **Expulsion:** If a student's behavior continues to disrupt the learning environment or is harmful to him/herself or others, 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.

## READING MATERIAL

Because the influence of books and literature is so profound, students are expected 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/guardian understands 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.

Any device being used during school hours must be used for school work such as a calculator, Bible, recording device, etc., per the Technology Policy. OJA is not responsible when personal devices are lost or broken at school.

## SUBSTANCE ABUSE

We expect our students to follow a drug-free policy, on-campus and off-campus, which include but are 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.

## BULLYING

OJA is a bully-free zone. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, purposefully excluding someone from a group at school or online. Bullying behavior often includes:

- An Imbalance of Power: Children who bully use their power—such as a physical or verbal act, 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.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.
- OJA expects students, parents, and/or staff to immediately report incidents of bullying to administration. Each complaint of bullying will be promptly investigated, documented, and dealt with accordingly.

## 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. 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 verbal, nonverbal, or physical conduct of a sexual nature
- Purposely exposing oneself or others to 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.

## SOCIAL NETWORKS

Social networking sites provide many positive opportunities for communication and connectivity. In keeping with the mission of OJA, students are encouraged to use the social networking sites for the development and maintenance of healthy relationships. Posts on students' social media should refrain from making derogatory, defaming, threatening or profane statements against fellow students, faculty/staff, and school. Students found to be posting such comments are subject to disciplinary action.

# X. Athletic Department

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## ASSOCIATIONS

OJA is a member of the Florida Basketball and Volleyball Association (FBVA).

## ELIGIBILITY AND GRADES

Students who participate in OJA athletics are Christians first, leaders in their 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. Additionally, academic guidelines are constructed to assure that all after-school athletes are performing at a satisfactory level to pass their grade requirements. A student who has a quarterly grade F (<60%) in any subject will be withdrawn from all out-of-school sports activities for the next quarter. If a student is sick and absent from school the day of a game or practice, he/she will not be permitted to participate in the game or practice.

## CITIZENSHIP GUIDELINES

Players are expected to conduct themselves in a manner which shall bring credit to themselves, OJA, their communities, 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 are 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 a coach, referee, or Athletic Director.

## SPORTS PHYSICAL AND MEDICAL FORMS

Sports physicals are recommended but not required.

## 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.

# XI. Technology

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OJA is proud to give computer and iPad access to its students via our technology lab. This access is a privilege, and its purpose is for education and academics. All students must abide by the following policies at all times.

- Users are to respect and treat all technology with care.
- Students may not use devices without teacher supervision.
- Students must follow the classrooms and/or technology rules.
- Users are not to move, disassemble, disconnect, or attempt to repair any hardware. If there is a problem with the devices it must be reported to the technology teacher.

- 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 technology teacher.
- Users must respect the privacy of others. No accessing, copying, deleting or modifying someone else's files without their consent.
- Any inappropriate material willfully accessed, downloaded, transferred or otherwise brought on campus and/or school related activities will result in disciplinary action.
- Students are not to give out personal information about themselves, peers, faculty, staff, family members, or anyone else.
- 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 and act responsibly when using the internet.
- Violations of this policy could result in immediate disciplinary action and/or partial or complete suspension of technology privileges. OJA reserves the right to suspend privileges of any user at its own discretion.

OJA has chosen the iPad as the technology device for use in our classrooms. Students may bring their own iPads with permission from parents and teachers. While on campus or school related activities, the student must observe all OJA policies and rules and only use the device at specified times and purpose. If devices are misused, OJA reserves the right to hold onto the iPad for the student, or take any other appropriate action. Please go to our website for the latest iPad Use Policy (BYOD) at [www.discoveroja.com](http://www.discoveroja.com)

## XII. General Information

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### 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, WDBO 96.5 and local television stations. We will make every attempt to update our website: [www.discoveroja.com](http://www.discoveroja.com) with current information.

## AFTER SCHOOL CARE

Parents are required to pick up their children at dismissal time or enroll them in the Enrichment program. The program provides supervision for children who cannot be picked up when classes are dismissed. Enrichment begins 30 minutes after dismissal and ends at 6:00 p.m., Monday-Thursday and at 5:00 p.m. on Fridays. There is a late pick-up fee of \$1 per minute after 6:00 p.m.

## BEFORE SCHOOL CARE

For the convenience of those parents who have to go to work early, the school offers Before School Care starting at 6:45 a.m. No supervision is available before 6:45 a.m., therefore parents arriving before 6:45 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 or at the back 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. Before school care ends at 7:45 a.m. and the front doors will open at this time, allowing students to enter their classrooms to prepare for the day.

## 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.

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 on our website.

## FOOD & NUTRITION SERVICES

Orlando Junior Academy 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. Hot lunches must be ordered and pre-paid by the last Thursday of each month, for example, you will pay on the last Thursday of August for your child's hot lunches in September. In case of an emergency, a lunch may either be purchased on that day or charged to the student's account, once the office has called and verified with the parent. 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 grades 6 - 8 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.