

Ocala

CHRISTIAN



ACADEMY

2010 - 2011

Home & School
Handbook

**“Let us hear the conclusion of the whole matter:
fear God, and keep His commandments: for this
is the whole duty of man.” Ecclesiastes 12:13**

The purpose of the Home & School Handbook is to help you better understand the workings of the school, its philosophy, and its requirements. Please read and study the handbook carefully, keeping it handy for future reference since it will answer most questions concerning school policies.

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Changes and additions from the previous year appear in bold print throughout the handbook.

WELCOME TO THE OCALA CHRISTIAN ACADEMY FAMILY

Ocala Christian Academy was founded upon the realization of a need for providing sound education in light of God's Word and how to meet that need. We face the challenge with full confidence that Christ is the answer.

We believe every parent wants his child to have a good education on a solid foundation of Christian principles. That is our goal. We believe in high standards of Christian education without compromising.

A Christian school has the responsibility to offer the best in Christian education, and this includes the academic program. We will do our best to employ teachers with your child in mind, making sure his education and welfare come first.

Our athletic program provides for a healthy student-school spirit, but our chief concern is a high academic standard to prepare every student for advanced training.

We will continue to hold registration and tuition prices to a minimum, and hire only those teachers who are qualified and dedicated.

Needless to say, all of this is hard work mixed with a lot of prayer, faith, and patience. I invite you to be a part of this team. Help us make Ocala Christian Academy a better institution of learning for God's glory.

Your child is important to us; therefore, we must be guided by a common purpose. "Train up a child in the way he should go and when he is old he will not depart from it." (Prov. 22:6)

Sincerely yours,

Dr. Jesse D. Bloom, Founder and President
Ocala Christian Academy

A MESSAGE FROM ADMINISTRATION

The staff of Ocala Christian Academy welcomes the opportunity of working with you and your children this year. We will endeavor to uphold the highest spiritual and academic standards possible here at OCA.

Ocala Christian Academy was founded to help parents carry out the scriptural command to “train up a child in the way he should go.” (Proverbs 22:6)

We are looking to the Lord for another fruitful year as we endeavor to train children in the way they should go. Please remember, however, that the Christian school is but an extension of the Christian home and that the primary responsibility of spiritual and other training is yours. “And thou shalt teach them diligently unto thy children and shalt talk to them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up.” (Deut. 6:7)

Christian education is a joint-venture. When the Christian home works together with the Christian school and the Church, the child is most likely to receive the full blessings and benefits of a Christian education.

ADMINISTRATION

Rev. Andy Bloom	Pastor
Dr. Jesse D. Bloom	Founder and President
Mr. Randy Swartz	Administrator
Mrs. Sharon Loyd	Elementary Principal
Mr. Ron Carpenter	Secondary Principal
Mr. Charles Brown	Athletic Director
Mrs. Kay Mills	Office Administrator

STATEMENT OF FAITH

1. **WE BELIEVE** the Bible is the inerrant, inspired Word of God (II Timothy 3:16).
2. **WE BELIEVE** there is one God eternally existent in three persons: Father, Son, and Holy Spirit (Genesis 1:1, John 10:30, John 4:24).
3. **WE BELIEVE** in the Deity of Christ (John 10:33), His Virgin Birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His death, burial, and resurrection (1 Corinthians 15:3-4), His Ascension (Acts 1:11), and His personal return to establish His Kingdom on earth (Revelation 19:11-16).
4. **WE BELIEVE** that all men are by nature sinful and lost; and that for salvation, Holy Spirit regeneration is absolutely essential (Romans 3:19).
5. **WE BELIEVE** that Satan is a person, and that Hell is a place of eternal conscious punishment of all unsaved (Job 1:6-7, Matthew 25:46, Revelation 20:14-15).
6. **WE BELIEVE** that the Holy Spirit convicts of sin, makes believers children of God through the new birth, assuring them of Heaven; and by His indwelling power enables Christians to live a Godly life (John 16:8, I Corinthians 12:13). We are NOT a part of the modern Charismatic Movement.
7. **WE BELIEVE** that men are justified on the single ground of faith in the shed blood of Jesus Christ (Acts 13:38-39).
8. **WE BELIEVE** in the eternal security of the believer (John 10:28-29).
9. **WE BELIEVE** that a New Testament Church is an organized body of baptized believers practicing scriptural ordinances and actively engaged in fulfilling the Great Commission (Acts 2:41-42 & 47, Matthew 28:19-20).
10. **WE BELIEVE** that baptism is a Scriptural ordinance requiring immersion (Acts 8:38-39) of only believers (Acts 2:41) to be administered by a New Testament Church (Romans 6:3-5, Matthew 3:15-16).

11. **WE BELIEVE** that the Lord's Supper is a Scriptural ordinance of the Church to be partaken of by obedient Christians of like Faith (I Corinthians 11:23-29).

AFFILIATION

Ocala Christian Academy is sponsored by Central Baptist Church of Ocala, Florida, pastored by Dr. Andy Bloom. Christian teaching in the school is from a Biblical approach. Doctrines, standards, and philosophy will be fundamentally Baptist and in accordance with Central Baptist Church, since these doctrines, standards and philosophy are scripturally correct and righteous.

ACCREDITATION

Ocala Christian Academy is fully accredited by the Association of Christian Schools International (ACSI). We are active members of this international professional organization which provides leadership in strengthening existing schools and offering a voice in legal matters at both the state and national levels. This accreditation also allows OCA students to transfer credits to any school, and it allows OCA graduates the opportunity to be accepted at any college or university. ACSI is recognized by the Florida Department of Education and by the Florida Association of Academic Nonpublic Schools (F.A.N.N.S.) as an accrediting association. On the national level, OCA's accreditation is recognized by the National Counsel for Private School Accreditation (N.C.P.S.A.).

CHAIN OF COMMAND

The Pastor of Central Baptist Church is head of the school, just as he is head of the church. As head of the school, he has entrusted final authority for OCA matters to the OCA School Board. No parent should come to the School Board until he has first been to the teacher, then to the Principal, and then to the Administrator. Most problems can be directly resolved with the teacher. Parents and students should not

initiate or sign petitions to try to resolve a problem.

ORIGIN OF OCALA CHRISTIAN ACADEMY

Convinced of the responsibility of parents to educate their children, and the necessity of a Christ-centered educational program, Central Baptist Church formulated Ocala Christian Academy. Under the leadership of Dr. Jesse Bloom, pastor of the church, the Academy was started in 1972 with grades kindergarten through sixth. There were 100 students and 7 faculty members that first year. In 1979 the first senior class graduated from O.C.A.

MISSION STATEMENT OF OCALA CHRISTIAN ACADEMY

Ocala Christian Academy exists to prepare man to fulfill his duty to God. Ecclesiastes 12:13 states, "Let us hear the conclusion of the whole matter: fear God, and keep His commandments: for this is the whole duty of man." The goal of Ocala Christian Academy is for each person to have eternity set in his heart. As Ecclesiastes 9:10 states, "Whatsoever thy hand findeth to do, do it with thy might; for there is no work, nor device, nor knowledge, nor wisdom, in the grave, whither thou goest." Therefore, Ocala Christian Academy strives to help each student to achieve his or her best in Biblical, spiritual, academic, citizenship, and relational goals through its curriculum and instructional methods, that each student may know God's will for his or her life and pursue it.

PHILOSOPHY OF OCALA CHRISTIAN ACADEMY

The primary objective and purpose of Ocala Christian Academy is to train the student in the knowledge of God, His Word, daily Christian living, and to give the student an excellent education. The faculty of Ocala Christian Academy realize the solemn responsibility before God in molding the life and character of their students in order to give each of them a good foundation for the future. The educational program

and the methods of instruction are based on a biblical viewpoint for the general background, truth, principles, and interpretation of the facts encountered in the study of any subject. The Bible affects every facet of human life for the Christian. The administration, faculty, and staff of Ocala Christian Academy will be faithful members and attenders of Central Baptist Church as examples of faithful Christians.

We believe that the concepts of a Christian educational philosophy are these:

1. God is the Creator and Sustainer of all things, and the Source of all truth. (Genesis 1:1; John 1:1-3; Hebrews 6:18)
2. God maintains control over His entire universe. (Psalm 139; Isaiah 40:10-26)
3. Because of sin, man tends to omit God and thus fails to relate himself and his knowledge to God, the source of all wisdom. (Romans 3:23; 5:20; I Corinthians 2:10-16)
4. Regeneration is by faith in the Lord Jesus Christ. (Titus 3:5) This work of God is by His grace through faith. (Ephesians 2:8-9) By grace we mean the unmerited favor God gives a man through the shed blood of Jesus Christ and His resurrection to save his soul. Even the Christian life is by God's grace through faith. True meanings and values can be ascertained only in the light of His person, purpose, and work. (John 15:5)
5. God has revealed Himself in a general way in His world and universe, and in a specific way in the Bible. (Psalm 19:1; Luke 24:44-47; John 5:39)
6. The home, the church, and the school should complement each other, promoting the student's spiritual, academic, social, and physical growth. The school does not take the place of the

- home or the local church. (Proverbs 22:6; Ephesians 6:1-4)
7. Due to the position held by the classroom teacher, he is to be given the same respect, obedience, and cooperation as the parent should be given. (Matthew 23:2-3; Hebrews 13:7)
 8. God has given differing abilities to each student. It is the teacher's responsibility to challenge each child according to his ability and to seek to teach him at his academic level. (Colossians 3:17, 23)
 9. The Christian is not to be conformed to the world, but must recognize his responsibility and his role in life in our democratic society. (Romans 12:1-2; I John 2:15-17; Romans 13:1-7)
 10. The student's home, church and school experience and training should be a preparation for life: a life of fellowship with God and service to man. The student must, therefore, be taught to always respect their parents, to be faithful to all the services of the local church, and to serve men for Christ's sake. (Colossians 3:20; Hebrews 10:24, 25, 31; II Corinthians 4:5)
 11. The prayer of a righteous person has a powerful affect and effect. (Isaiah 32:17; James 5:16)
 12. The Bible is the inerrant, inspired, and preserved Word of God. We believe in the plenary and verbal inspiration of the Scriptures. (Psalm 12:6-7; II Timothy 3:16-17) God gave the words of Scripture by inspiration without error in the original autographs. God promised He would preserve His Word; Jesus said, "but my words shall not pass away." (Matthew 24:35) We believe God, who cannot lie, has kept His promise by preserving His infallible Word in the traditional Hebrew and Greek manuscripts. We also believe that the Authorized Version (KJV) is the best translation of the preserved Word of

God in the English language. We hold it with confidence believing that it accurately shows forth the inspired and infallible words of Hebrew and Greek. We do not believe in double inspiration, nor do we believe that the Greek Received Text should be corrected from an English version.

ENROLLMENT INFORMATION

NOTICE OF NONDISCRIMINATORY POLICY

Ocala Christian Academy admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, athletic, or other school administered programs.

Ocala Christian Academy, as a private institution, reserves the privilege of setting and maintaining its own standards for student conduct, dress, and cleanliness. The school maintains the right to refuse admittance to anyone who fails to meet the entrance requirements, and to suspend or expel any student who violates the standards set down in the Standards of Conduct, *Home & School Handbook*, or other rules of conduct as defined by the Administration.

GRADE PLACEMENT will be determined by the following:

K3 - child must be 3 years old on or before September 1.

K4 - child must be 4 years old on or before September 1.

K5 - child must be 5 years old on or before September 1.

Please note that all Preschool and/or Kindergarten applicants must be “potty trained” before they will be accepted.

All Other Grades - must show proof of satisfactorily completing previous grade, and meet minimum standard on OCA entrance test.

ADMISSION INFORMATION

In order to become eligible to enter Ocala Christian Academy, each prospective new student and his parents/guardians must do the following:

1. Read the *Home and School Handbook*.
2. Submit completed application form and application fee.
3. Schedule entrance exam and submit testing fee, unless the student has taken the Stanford 10 test within the past year and can provide a copy of testing results. (The entrance test determines the ability to be placed in the school, and a student who does not meet the standard set by the school for the test will be required to repeat the current grade or denied admission.)
4. Have completed Recommendation Form submitted by reference. **(Negative recommendations will result in denied admission.)**
5. Submit all necessary forms.
 - A. Certified Birth Certificate
 - B. Florida Immunization Form
 - C. Doctor's Health Form from the State of Florida
 - D. Most Recent Report Card
 - E. Transcript for High School Students
 - F. Most Recent Achievement Test Scores
 - G. Prospective Student Information Sheet for 6th - 12th grade students
6. Attend scheduled Student/Parent Interview with Administrator.

Steps 1-5 must be completed before the school office will schedule an appointment with an administrator for an interview. Interviews will be scheduled no sooner than 24 hours from the time steps 1-5 are

completed. Scheduling an interview does not assure acceptance to the school. Students have not completed the application process for admission until an interview is held.

All new 7th - 12th grade students begin their first school year on probation, and the student and his parents are required to sign and abide by the probation agreement. A copy of the signed probation agreement will be provided to the parents for their records.

All new elementary students are admitted conditionally on a nine weeks trial period. If the child fails to make acceptable progress, or does not adjust to the program of the school, the parents will be expected to give additional help at home. The school reserves the right to place the child in a lower grade if it is deemed necessary. Additional probation may be set for not completing homework, failure to meet other set academic requirements of the various subjects, or as a result of disciplinary problems.

No applicant that has been expelled from school for any reason will be considered for enrollment until he has completed 2 complete school calendar years with a satisfactory conduct and academic record.

No applicant that has been suspended from school for any reason will be considered for enrollment until he has completed 1 complete school calendar year with a satisfactory conduct and academic record.

No applicant that has been placed in an alternative school will be considered for enrollment until he has completed 1 complete school calendar year back in a regular school setting with a satisfactory conduct and academic record.

No applicant that has been held back more than one grade level in his school career will be considered for enrollment.

No applicant that has been arrested will be considered for enrollment.

ANNUAL RE - ENROLLMENT

Beginning in February, OCA will begin open registration for the next school year. At that time, a registration form and the registration fee will need to be submitted to the main office. Existing students **with a current tuition account** will receive packets of forms that will be sent home at that time. Parents are encouraged to complete re-registration as quickly as possible to insure their student's place in the next school year. Some high school courses and some elementary classrooms have limited enrollments. These classes are filled according to registration dates. **Written notice requesting a specific teacher must be submitted to the office at the time of registration, but is not a guarantee that such requests can be met.**

WITHDRAWAL INFORMATION

Withdrawals from school must be made by the parent through the main office. A withdrawal form must be filled out completely and signed by the parent in order for the withdrawal to be official and end the student's active enrollment. The student's I.D. card must be turned in at this time. All payments must be up to date. Parents are to notify the school office, if possible, one month prior to the date of withdrawal.

APPEARANCE & CONDUCT

Ocala Christian Academy believes a Christian's appearance and conduct should accurately reflect the indwelling presence of Jesus Christ. (Romans 12:1-2) It is our goal to instill in our students a spirit of dignity and professionalism as a part of their educational process.

In an effort to promote school pride and unity, OCA incorporates a school uniform policy required of all students. An assortment of uniform items are available locally from **Pasteur's Sports**. Students also have the option of purchasing skirts or pants elsewhere as long as they meet dress code standards and are of the same colors (navy blue, black, gray, tan/khaki) and style as the uniform equivalent.

GENERAL DRESS CODE GUIDELINES

1. Jackets, sweaters, etc. will need to be removed from all students when dress code is being checked.
2. **No denim pants or skirts, etc. will be allowed for normal classroom attire unless as a reward earned from the high school merit system.**
3. Shorts are not allowed for classroom attire at any grade level.
4. All students in K3 through 12th grade will need to wear a school uniform shirt each day and it will need to be tucked in at all times.
5. The school uniform shirt must be the outer most garment worn if layers of shirts are utilized. When cold weather occurs an actual coat or jacket which zips or buttons open is the only exception to this.
6. It should be understood that OCA wishes not to be associated with or promote "worldly" clothing. Since styles do change, sometimes rapidly, new pronouncements on clothing styles may be made by the administration during the regular school year.

YOUNG LADIES' DRESS

Young ladies' dress requires modest apparel that attracts attention to an inner spirit of meekness and quietness. (1 Peter 3:4) Therefore, young ladies attending Ocala Christian Academy must wear skirts which are not shorter than the **bottom** of the knee cap whether in a sitting, walking, or standing position. Skirts may not have any slits in them. Skirts or other listed garments of navy blue, black, gray, brown, or tan/khaki are required along with a uniform shirt. Young ladies may not wear suggestive or extreme clothing styles, such as form fitting attire. Standard undergarments are to be worn at all times. Culottes are not acceptable for the classroom. Girls in K3-6th grade are allowed to wear a jumper or skorts (not the same as shorts) in place of a skirt provided it meets all other established regulations. Elementary girls are encouraged to wear compression shorts under their skirts for modesty during PE and recess. Flip flop-style shoes are not permitted on girls.

Culottes and walking shorts, which come to the middle of the knee, or proper fitting slacks or jeans are acceptable attire for spectators at sporting events or on field trips when skirts are not required.

It should be understood that OCA wishes not to be associated with or promote "worldly" clothing. Since styles do change, sometimes rapidly, new pronouncements on clothing styles may be made by the administration during the regular school year.

YOUNG LADIES' HAIR STYLES

Girls are asked to wear appropriate hair styles. Unnatural-looking dyed hair, spiked hair, etc. that are contrary to the standards of OCA as determined by the Administration are not permissible.

YOUNG MEN'S DRESS

Basic dress pants of navy blue, black, gray, brown, or tan/khaki are required along with a polo-styled uniform shirt with a collar. Baggy pants and other extreme clothing styles are prohibited. All shirts must be tucked in at all times. Boys are not to wear necklaces, beads, chains, bracelets, or earrings on campus. Belts must be worn with pants that have belt loops (from 4th grade on) and socks must be worn and must be visible. Sandal-type shoes are not permitted on boys. A casual loafer or oxford is recommended. Boys may wear shorts only for athletic purposes.

YOUNG MEN'S HAIR STYLES

A man's life should reflect an attitude of self-control and prudence and should demonstrate a pattern of good works. (Titus 2:6, 7) Therefore, young men attending Ocala Christian Academy must be neatly groomed (no moustaches or beards) at all times. Boy's sideburns may extend to the tip of the ear lobe. Hair should be neatly cut, short enough so as not to be shaggy or bushy, may not touch the eyebrows in the front, nor the collar of the shirt in back, nor come over the top of the ears. Unnatural-looking, dyed hair, hair that displays more than one color at a time, "faddish cut" hair (such as lines cut in the hair, chopped, spiked, etc.), or other hair styles as determined by the Administration are not permitted.

BANQUET AND SOCIAL EVENT DRESS CODE

Modesty should be the main concern as dresses are purchased. Any dress not covering the shoulders will require a shawl to be worn with it. The shawl is not to be removed during the event. Low cut dresses or immodest form fitting dresses are not allowed. Slits may only be to the bottom of the knee, and dresses must be at least to the bottom of the knee in length. Proper undergarments must be worn at all times. Dress shoes are required and must be brought along to the dress

check. All other issues not specified in this section must adhere to normal school requirements. Students who come to events in violation of the dress standards will be denied entrance with no refund of ticket costs.

The dress must be brought to school to be modeled for a designated administrative representative well in advance of the event. These standards apply to guests of our students as well. Their dress must be brought in and approved in advance also. Approved dresses will be written down by description. If any other dress besides the one that was checked is worn to the event, the young lady will be required to leave the event without refund.

The following standards are for young men who are either OCA students or guests of OCA students: Young men must wear at least a minimum of a collared shirt, tie, dress slacks, and dress shoes. All other issues not specified in this section must adhere to normal school requirements. Students who come to events in violation of the dress standards will be denied entrance with no refund of ticket costs.

We do ask that parents who attend such events would help to set the proper example. Please help to avoid any embarrassing moments during these social events by following these standards.

FIELD TRIP ATTIRE

Different field trip destinations will require various appropriate clothing. The field trip permission form will contain a statement of what is allowable.

P.E. AND ATHLETIC PRACTICE ATTIRE

1st-6th grade: On P.E. days students should wear or bring athletic shoes. Girls are advised to wear shorts under their skirts.

7th grade and up: Students are required to purchase and dress in the

school's specified gym uniform (available from **Pasteur's Sports**), white socks, and athletic shoes. Students are not to wear P.E. or athletic clothing into school buildings, or in front of the gym, or in the parking lot.

Athletic Participation: OCA athletic teams that are attending and/or traveling to or from athletic events must wear school dress code attire with dress shoes unless the athletic uniform is being worn. If the athletic uniform is being worn, athletic shoes, but not sandals, will be allowed.

DRESS CODE VIOLATIONS

Parents, please supervise what your students wear to school. OCA reserves the right to determine what is appropriate for all school-related activities.

If a dress code violation occurs, the student will receive a discipline report to take home and the parent may be requested to come to school to correct the infraction (such as bring a change of clothing, etc.), or to remove the student from school until such corrections are made. If a student misses any time from the classroom to correct a dress code violation, it will be counted as an unexcused absence or tardy for the time missed. Upon repeated infractions of the dress or hair codes, a student may be issued a detention, suspended, asked to withdraw, or not permitted to re-enroll for the next school year.

We would appreciate it if parents and visitors would abide by our dress and conduct standards when they are on campus or at any school event. This helps to reinforce the Christian principles we are trying to teach.

STANDARDS OF CONDUCT

Students are expected to conduct themselves as young ladies and gentlemen at all times. This indicates respect toward all adults and fellow students. Disrespect includes acts of intimidation, threat, or insolence toward teachers and responsible adults, or having an attitude of rebellion and propagating such an attitude to other students by action or verbal discussion. Acts of intimidation or threat by a student toward another student, such as bullying, horseplay, fighting, or name calling will not be tolerated in or out of the classroom, on or off school property. Respect is necessary for all successful and meaningful relationships. (Luke 10:6, 37; Romans 12:18)

Students are to refrain from any association, directly or indirectly, with drugs of any kind other than by a doctor's prescription to the pupil. The possession or use of any alcoholic beverage or tobacco product is prohibited. Both of these policies apply whether a student is on or off school grounds both during the school year and summer vacations. Violation of this rule can result in immediate dismissal.

Acts of immorality, profanity, gambling, lying, cheating, stealing, or harassment are unacceptable behavior whether a student is on or off school grounds both during the school year and summer vacations. Students are not to be involved with role playing games. Students are not to give or attend any parties or gatherings in which any of the above mentioned activities take place or are made available. Rock concerts, night clubs, and the like are included in our definition of gatherings where unwholesome activities prevail. Parents are urged to prevent their student's attendance at these events.

Ocala Christian Academy strongly discourages its students from listening to or playing rock music or "Christian" rock music of any type. Such music will not be tolerated at school or any school-sponsored functions.

Public displays of affection between boy and girl students on campus or at school functions are not permitted. (I Thess.4:3-6, I Cor. 7:1) This includes holding hands, kissing, or unnecessary physical contact of any type.

CHAPEL

The chapel service is a very important and intricate part of our school program, and all students are required to attend. Students are to come to chapel as a class and enter the building quietly. Each student is to bring his Original King James version of the Bible with him. Proper conduct is expected of all students.

CLASSROOM CONDUCT

No student shall talk or move about the classroom without permission from the teacher.

Students shall refrain from any act of disrespect toward teachers or students.

ADDITIONAL CONDUCT POLICIES

Eating anywhere on campus including in the buildings is entirely prohibited before, during, and after school hours unless prior permission is granted by the principal. Gum chewing is not allowed anywhere on campus.

No radios, tape recorders, laser pointers, electronic games, toys, or any other such equipment are to be brought to school without permission from the principal. Any such unauthorized equipment brought to school will be kept until the parent or guardian picks it up at school.

Dangerous items such as weapons, knives, fireworks, etc. are not

allowed at school. Any of these items found will be confiscated.

Cellular telephones are not to be on or out during the school day or during school functions. Any cell phone heard or seen will be confiscated and kept until the parent or guardian picks it up at school.

Magazines are not to be brought to school unless requested by teachers.

Objects that are in contrast to the philosophy of Ocala Christian Academy will not be allowed.

The assuming of personal responsibility fosters a sense of achievement. Responsibility and achievement are necessary ingredients to the development of self-worth. (I Cor. 10:31, Eccles. 9:10a, Rom. 14:12)

MERIT SYSTEM

OCA incorporates a merit system in its high school to allow students to earn extra privileges and opportunities for themselves by their positive conduct. This system is explained to the high school student body at the start of each year.

RESPONSIBILITY CONCERNING FACILITIES

1. School property is never to be destroyed or defaced.
2. Destruction of school or church property, including marking on walls and tearing up books or furniture, will result in the student being required to pay the cost of repairing, refinishing or replacing the same, and will face additional disciplinary action.
3. The main sanctuary of the church is off limits to all students during the school day at all times except those times in which chapel programs or special assemblies are being held. No

student is to be in the sanctuary without a teacher being present. Students are not to cut through buildings, but are to use the outside walkways unless it is raining. A pass is required to be anywhere on campus other than the assigned classroom.

4. Students are not to be in the classroom buildings before class time (8:20 a.m.) or after school (3:30 PM) without permission. No students are to be in the school rooms before or after school without the teacher being present.

RESPONSIBILITY CONCERNING STUDENT VEHICLES

1. Under no circumstances are students permitted to leave the school grounds before dismissal time without permission from their principal.
2. Cars and other vehicles:
 - a. Students must show a current driver's license to the high school office in order to obtain a parking permit.
 - b. All vehicles brought to school by students must be registered in the high school office. A parking permit must be purchased (\$5.00 fee) and be affixed as indicated. No vehicle is to be removed from the property during the school day unless permission is granted from the high school principal.
 - c. No student is to drive or ride another's vehicle, including bicycles, motorcycles, trucks, etc. without written permission from parents of all students involved.
 - d. No student is to go to his vehicle during school hours without permission from his principal or teacher.
 - e. A five mile per hour speed limit is to be observed on school property and surrounding roads leading to and from the parking area. Please drive slowly.
 - f. Upon arrival at school, students should leave the parking area and go immediately to the assigned

waiting areas near the classroom building. There is to be no loitering in the parking area before or after school.

- g. "Squealing" of tires or reckless driving of any kind is prohibited on or around the campus.
- h. Car stereos must be played at a volume that does not allow the music to be heard outside of the vehicle while on school property.

Any violation of the above may result in the temporary or permanent loss of driving privileges.

COMPUTER / INTERNET USE POLICIES

As Ocala Christian Academy expands its instructional technology, it is necessary to provide guidelines for the use of these academic tools. Because of the wide variety of information available via the worldwide web, OCA subscribes to an internet service provider that filters the content of material before it can be accessed by students. This will dramatically decrease the possibility of students accessing objectionable content. It is important, however, that parents realize that no filtering system is 100% effective. Parents should discuss with their children how Christian values can be applied in the cyber world. Also, by signing the registration forms, parents are giving permission for their children to use instructional technology in the library, computer lab, and classroom.

Students will be held accountable for the nature and content of any postings to internet sites such as Facebook, MySpace, etc. if there is anything on the page to associate them in any way with Ocala Christian Academy even if posted outside of school.

The following rules are the *Acceptable Use Policy* for student use of OCA computers:

- 1. General Rules:
 - A. Students may not maintain individual e-mail or blog

accounts at OCA.

- B. Students may not remove or install software on any computer.
- C. Students should never post personal information about themselves or other people.
- D. Students are prohibited from downloading or uploading any files using OCA internet access.
- E. Students may not post chain letters or engage in “spamming.” Spamming is sending annoying or unnecessary messages to a large number of people.
- F. Students are not to change control panel settings or other software.
- G. Students will engage in “chat” functions only as it relates to educational purposes, such as a class project that is supervised by a teacher or the librarian.
- H. Students are not to visit web sites that contain any information that would be against OCA standards.

2. Infractions:

- A. Users who do not follow these OCA policies will be subject to disciplinary action.
- B. In addition to disciplinary actions taken, a financial penalty may be imposed for damages inflicted on any computer equipment.

CORRECTION OF VIOLATIONS

While discipline is basically positive training in the right direction as Proverbs 22:6 points out, “Train up a child in the way he should go and when he is old, he will not depart from it.” There is also the necessary element of correction and adherence to rules. Some forms of correction used at Ocala Christian Academy include extra assignments, loss of privileges, after-school detentions, suspensions, and expulsion. Disciplinary action will be taken for infractions of school rules and policies. Parental cooperation in discipline will lend to less overall embarrassment for their child and will help correct negative

behavior more quickly, as well as lending to a better learning environment for the child. By signing the registration form, parents are expected to support the disciplinary decisions of administration. Refusal by parents to support or abide by final school discipline decisions will result in the dismissal of their student.

AFTER SCHOOL DETENTIONS

This form of correction is used mainly (but not limited to) 6th-12th grades, and may be used for dress code infractions, excessive tardies, incomplete homework, minor conduct violations, etc. (See Classroom Conduct) When it is necessary for a student to serve a detention, the parent will be notified by a detention form before the detention is to be served. The form is to be signed and returned the following day. If a student fails to serve an assigned detention, an additional detention will be given. A detention that is missed due to absence must be served the next time detention is held. A student will be called in to see the principal after receiving five major / habitual detentions. After seven major / habitual detentions, the parents will be notified. The student will serve an in-school suspension for 1 day after 9 detentions, 2 days after 11 detentions, and 3 days after 13 detentions. The student is subject to expulsion after 15 detentions. Detention is held on Tuesdays and Thursdays and lasts from 3:25 - 4:00 p.m.

SUSPENSION

A student can be suspended from OCA upon the recommendation of an administrator in the Elementary or Secondary School. Some of the reasons a student may be suspended are as follows: (1) cutting classes, (2) cheating, (3) continual dress code violations, (4) disobedience or disrespect, (5) flagrant disregard of rules, (6) lying (including signing a parent's name to a report or notice) and/or stealing, (7) destruction of school or church property, (8) profanity or abusive language, (9) horseplay or fighting, (10) leaving campus without permission from the principal, (11) failure to do an assigned profitable extra assignment, (12) failure to serve detentions, (13) other

infractions as determined by the Administration.

Two points per day for each subject will be deducted from the student's quarterly average. There are two types of suspensions: (1) In-school - The student is required to do school work and any extra assigned academic work in a room secluded from the rest of the student body; (2) Off-Campus - The student must be kept under the parent's responsibility. Off-Campus suspended students are not allowed on campus for any reason, before, during, or after school, for the duration of the suspension, and may be required to do extra assigned academic work. A notice of the suspension will become a permanent part of the student's cumulative folder.

A suspension will also result in the student being removed from any offices held for the remainder of that year. If occurring in the 9th - 12th grade years, it will also cause the student to be ineligible for OCA's highest honors, which include valedictorian and salutatorian, Homecoming Court, and Mr. and Miss OCA.

EXPULSION

The decision to expel a student is made by the Administration, which discusses the various pros and cons of a student who is subject to expulsion and the problems the student has had in our school. The decision of the Administration is final. A student may be dismissed if the parents will not cooperate with the school, or if the student's conduct, attitude, or lack of effort make it inadvisable for him to remain. A student may also be dismissed for excessive unexcused absences. Serious offenses such as immorality, smoking, use of alcohol, narcotics, etc. may subject a student to immediate expulsion. The establishment of reasonable guilt of such involvement is sufficient for dismissal. Continual failure of a student or their parents to cooperate with the spirit of Ocala Christian Academy will make it necessary to have that student dismissed.

SCHOOL STATEMENT OF POLICY PROCEDURES

Ocala Christian Academy reserves the right to make, amend, or prescribe the rules and policies for dress, appearance, conduct, and/or all other unforeseen problems that may arise at any time during the school year. The school expects full cooperation from both students and parents in the education of the students and in adherence to all school plans, policies, and regulations. A parent should never undermine any aspect of the school program and should therefore be careful not to make negative comments about the school or any of its personnel to his student, other students, or to other parents. There are proper channels through which problems or disagreements may be discussed, and it is only through these channels that anything can be done about the problems. If at any time the school feels that cooperation is lacking, the student will be requested to transfer to another school system.

ATTENDANCE POLICIES

For your child to gain the most in school, he must be in regular attendance.

1. A note from the parent will be required to explain why the student was absent or tardy to school. The note must always state the reason (as per #2 below) for the absence or tardy, but the reason must be acceptable to the principal or his designee. The note should also include the date of the absence and the parent's signature. The student is to take the note to the appropriate office (elementary or high school) at the time he returns to school. If a note is not received within three days after returning to school, the absence will be recorded as unexcused. A note received after three days will not change the type of absence.
2. Excused absences or tardies (if the note is sent in) are:
 - a. Personal illness.
 - b. Doctor's appointment (a note from the doctor verifying the time of the appointment is required).
 - c. Death in family.
 - d. Pre-arranged absence for a family trip. The administration must be notified at least 24 hours in advance. The trip should not exceed 10 school days.
 - e. Administration approval of extraordinary conditions (which should be explained in writing).

Please note: Oversleeping, failing to set an alarm clock, late driver, traffic, errands, and sleeping late after ball games and other activities, etc. are not excused absences or tardies.

3. Discipline for Unexcused Absences or Tardies (Grades K5-12)
 - a. Two (2) points will be deducted from the final course grade average (quarter) for each absence due to suspension.

- b. One (1) point will be deducted from the quarter average for each unexcused absence in that class.
- c. One detention will be issued for every three (3) unexcused tardies per class. (7th-12 grades only)
- d. Excessive tardies may necessitate additional disciplinary action to help correct the problem.
- e. In grades 7-12, if a student is tardy to a class and has missed more than half of that class period, they will be considered absent from the entire class.

Regular attendance and being on time are vital, whether in school or working!

- 4. Students will be considered tardy in the morning if they are not in their seat at 8:30 a.m. Tardies for the first hour or at 8:30 A.M. require either a note from the parents indicating sufficient reason (for acceptable reasons, see number 2 above) for the student's late arrival. Students will be considered tardy to any class period unless they are in the classroom and in their seats when the bell rings to start class. (Exceptions may occur by administrative approval.)
- 5. Any student wishing to visit the elementary school should make arrangements through the elementary school office, and those wishing to visit the junior and senior high school are to contact the high school office. This privilege is intended only for potential students.
- 6. Parents may contact a child through the school office. When it is necessary for the parent to take a child out of class for doctor and dental appointments or for other reasons during the day, a note, a phone call, or a visit from the parents is still required before the student will be permitted to leave the campus.
- 7. Acceptable time of arrival of students on campus is 8:00 a.m.

Early arrival care is available from 7:00 - 8:00 a.m. for an extra monthly fee. All students must report to the dining hall when arriving before 8:00 a.m. We will have supervision from this time until the first bell at 8:20 a.m. When students arrive after 8:00 a.m. they are to go to the area assigned to their grade level. K-2nd grades meet in the chapel and the 3rd-12th grades meet in the dining hall. Dismissal time is at 3:20 p.m. for all students. Students are to be picked up promptly at the end of the school day. If the parent will be late, he should notify the school before 2:00 p.m., in which case the student will be placed in the extended care or extended study hall program. (A note will be necessary from the parent if the student is to go with someone other than his regular ride after school.) All students not picked up by 3:45 p.m. will automatically be placed in the age appropriate extended care service. There will be a fee charged for these extended care services.

8. Acceptable attendance is based on not missing more than (18) eighteen days of excused and/or unexcused absences in a 180 day school year. If a student reaches 18 absences, whether excused or unexcused or any combination thereof, 1 point will be deducted from that student's quarter average for each day absent past 18. (Kindergarten through eighth grade is based on a full day's attendance. Ninth through twelfth grade is based on attendance to each individual class period.)
9. In grades 7-12, attendance is calculated for each class period. A student is considered absent for the entire class period if more than 50% of that class period is missed.
10. Student athletes must be at school by the completion of the first class period of any day in which they wish to participate in practice or a game, except for excused absences.
11. If you desire to have homework for your child when they are

absent due to illness, please notify the school office before 9:00 a.m. Assignments will be ready to be picked up at 3:20 p.m. (We cannot guarantee that assignments will be ready if we are notified after 9:00 a.m.)

12. Attendance for posted exam times is mandatory. No make up exam testing will be allowed once the final day of a semester is complete.
13. All work (including quizzes and tests) missed because of a school related absence (ballgame, field trip, competition, etc.) must be made up before the 8:30 AM bell the following school day. 25 points will be deducted if it is made up one day late, and 50 points will be deducted if it is made up two days late. Zero points will be given after the second school day.

SCHOOL HOURS

Pre-Kindergarten - 12th Grade 8:30 a.m. - 3:20 p.m.

SECONDARY SCHOOL SCHEDULE

Home room & 1 st Period	8:30 a.m. - 9:25 a.m.
2 nd Period	9:30 a.m. - 10:20 a.m.
3 rd Period	10:25 a.m. - 11:15 a.m.
4 th Period	11:20 a.m. - 12:10 p.m.
5 th Period	12:15 p.m. - 1:05 p.m.
Lunch	1:05 p.m. - 1:35 p.m.
6 th Period	1:40 p.m. - 2:25 p.m.
7 th Period	2:30 p.m. - 3:20 p.m.
Detention	3:25 p.m. - 4:00 p.m. Tuesday & Thursday

The secondary school will follow an abbreviated schedule on days of special events such as chapel, assemblies, pep rallies, etc.

ACADEMIC INFORMATION

HOMEWORK

Homework is an important part of each student's educational process. Our teachers do not give unnecessary homework. That which is given will be checked for completeness, accuracy, and neatness. A parent's signature on assignments may at times be requested to indicate that the child made a conscientious effort to fulfill the assignment.

Elementary (grades K5-6)

Teachers will issue homework and testing guidelines.

Grades 7 - 12

1. Purpose

Homework is classroom re-enforcement.

- a. Students are not given "busy work" but are given assignments to develop initiative, response, and self-learning.
- b. Homework produces a concept that all learning is not teacher oriented or within the classroom but can be personal.
- c. Long-term assignments develop practice in meeting deadlines, scheduling of time, creativity, personalized projects, and personal responsibility.
- d. Assignments will not be given on Wednesdays so that students may attend mid-week church services. No tests will be scheduled on Thursdays except for exams.

2. Responsibility and Penalty

Homework and daily classwork comprise 30% of the student's quarter average. When students fail to turn in their homework at the assigned time (except with an excused absence) the final average for that quarter and course will be affected.

- a. An assignment one day late will, at the most, receive a 75%.
- b. An assignment two days late will, at the most, receive

- a 50%.
- c. An assignment three or more days late will receive a 0%.
- d. A detention will be issued for every 3 homework assignments not turned in on time.
- e. Consistently failing to do the homework may, at the recommendation of the teacher and with Administrative approval, place the student on Academic Probation which can lead to suspension and possible expulsion.
- f. Long term projects are due on the assigned day. Points may be deducted in accordance with a-c. Early submission will eliminate any concerns.
- g. For each excused absence day missed, students will have one day to make up assignments.
- h. Homework can be made up after unexcused absences only with teacher and administrative approval to prevent point losses.
- i. Assignments that have been given before a pre-arranged absence must be turned in on the day the student returns to school.

3. Parent Help

Parents should review homework assignments with their children as a matter of interest. They can assist them in finding the necessary materials needed to complete the assignment or project. Parents should see to it that the student has a place to study which is essentially free from distractions (TV, phone, etc.) Parents should not do the assignment for them.

4. Tests and Quizzes

Tests comprise 40% and quizzes comprise 30% of the grade earned in a subject. As in the case of homework one day per each day missed is allowed to make up the test or quiz if the absence is excused. If the test or quiz is missed with an unexcused absence or tardy (as determined by the Administration), make-up work will be at the teacher's discretion. (See "Grade Deductions for Unexcused Absences

or Tardies" above.)

5. Semester Exams and Semester Averages
Semester exams comprise 20% of the semester average. Each quarter average equals 40% of the semester average. The semester average will determine credits for grades 9-12. For grades 7-8, promotion will be determined by the year average (calculated by averaging semester 1 and 2).

PROMOTION

Grades 1 - 8

A student will be promoted to the next grade if he passes all of his academic subjects (English, History, Math, Science, Bible). If a student fails one academic subject, he will be promoted on probation and may be moved back to the previous grade during the following school year. If a student fails two or more academic subjects, he will not be promoted to the next grade level.

Grades 9 - 12

Promotion for grades 9-12 is determined by the total number of credits earned by the end of each school year. Credits are determined by the Semester Average for all classes. Any subject a student fails will need to be retaken, unless it is an elective subject.

In order to graduate at the end of the senior year, a minimum, cumulative GPA of 2.00 must be obtained. GPA is calculated on the semester average of each class. Any failure will be calculated in the GP as a credit attempted and "0" credit earned until the class is repeated with a passing grade. (See High School Graduation Requirements for additional information.)

HIGH SCHOOL CLASSIFICATION

CREDITS NEEDED:

9 th Grade	Promotion from 8 th Grade
10 th Grade	6 Credits
11 th Grade	12 credits
12 th Grade	18 credits
Graduate	Minimum 24 credits

GRADING SCALE

Points	Letter	High School Grade Points:	
		G.P.	Honors
100-98	A+		
97 - 93	A	A	4 pt. 5 pt.
92-90	A-	B	3 pt. 4 pt.
89-87	B+	C	2 pt. 3 pt.
86-83	B	D	1 pt. 2 pt.
82-80	B-	F	0 pt. 0 pt.
79-77	C+		
76-73	C	WP = Withdrawn Passing	
72-70	C-	WF = Withdrawn Failing	
69-67	D+	IN = Incomplete	
66-63	D		
62-60	D-		
59 & Below	F		

Basics of Grading:

Homework	= 30%
Quizzes	= 30%
Tests	= 40%

Conduct

S - Satisfactory	N - Needs Improvement
I - Improving	U - Unsatisfactory

Academic Honors:

Principal's List = all "A's"

Honor Roll= all "A's" & "B's"

Graduation with Honors = GPA of 3.00 or higher

Graduation with High Honors = a GPA of 3.50 or higher

In order to graduate from Ocala Christian Academy, a cumulative Grade Point Average of at least a 2.00 must be earned.

REPORTING AND REPORT CARDS

The purpose of our report system is to give parents and students an indication of the progress which is being made. Each child's ability, attitude, and application is taken into account in grading.

Our entire school functions on nine-week grading periods with four such periods in the school year. Report cards are issued at the end of each period. Grades 7-12 progress reports are given at the beginning of the sixth week of each nine week period to all students for all subjects. This is done to keep the parent informed as to what the student is accomplishing. In the elementary grades, progress reports are issued based on the student's grades or conduct and will be issued only for any subject that the student receives a "C" grade or lower in or if he has undesirable conduct. Differences as called for in the Elementary Curriculum are spelled out by the individual teachers. For grades 7-12, a form is sent home to be signed when the test score is below 60. All such reports are to be signed by the parent and returned the following school day. There is a charge for lost or additional nine-week report cards.

Parents are encouraged to make appointments with teachers through the various school offices if they have questions about the student's work or about grades received on reporting forms. Sometimes it is necessary for teachers to request an appointment with the parents. We ask that you cooperate with the teacher in this matter.

HIGH SCHOOL GRADUATION REQUIREMENTS

General Diploma:

Bible	1 credit required for each year at OCA
English	4 credits
Social Studies	3 credits
Science	3 credits
Mathematics (1 credit in Algebra I must be earned)	3 credits
Personal Fitness	½ credit
Life Management Skills	½ credit
Fine Arts or Vocational Arts Elective	1 credit
Electives (more required if less than 4 Bible credits earned)	5 credits
Minimum Credits Required for Graduation	24 credits
Minimum GP Required for Graduation	2.00

Advanced Diploma:(recommended for college bound students and those seeking scholarships)

Bible	1 credit required for each year at OCA
English	4 credits (including honors level course work each year offered)
Social Studies	3 credits (World History, American History, Government/Economics)
Science	4 credits (Physical, Biology, Chemistry, Physics)
Mathematics	4 credits (Algebra I, Algebra II, Advanced Math, Calculus)
Foreign Language	2 credits
Personal Fitness	½ credit
Life Management Skills	½ credit
Fine Arts or Vocational Arts Elective	1 credit
Electives (more required if less than 4 Bible credits earned)	3 credits
Minimum Credits Required for Advanced Diploma	26 credits
Minimum GP Required for Advanced Diploma	3.00

Seniors needing more than 1 credit required for a general diploma at the time of graduation ceremonies will not be eligible for

participation in those ceremonies.

All graduation candidates must have an ACT or SAT College Test score on file with the school prior to graduation.

All graduation candidates must participate in all graduation activities, such as Senior Trip and Graduation Rehearsal, in order to be eligible to march in commencement exercises.

GENERAL ACADEMIC INFORMATION (GRADES 9 - 12)

Students are to decide upon their selection of courses according to the requirements for graduation. They may then select the electives of their choice to complete their class schedule. Course choices should be made remembering that the school will not make any changes in scheduling after the tenth day of a semester because of class arrangement, teacher scheduling, and class load.

If a special need arises, administrative discretion may be exercised, with the administrative decision made being final.

1. All of the courses are not offered every year, but as student interest permits. There are prerequisites for some electives.
2. No full credit course may be dropped after the ten day period without losing the entire credit. All changes need the approval of the teacher, administrator, and parent.
3. Physical Education, which includes both Personal Fitness and Life Management Skills, is required. A student who cannot participate in P.E. for any period extending more than two days for medical reasons will be required to bring written verification from a physician indicating reason and length of time the student should be excused from P.E. A doctor's note is also necessary if, for medical reasons, a student cannot take P.E. for a full year or if participation is restricted to certain types of

exercising. Such notes are to be turned in to the school office and must be renewed on a yearly basis.

4. All students are required to carry at least five academic subjects with a value of five units of credit during each of the four years of high school unless special permission is given to carry less.
5. Courses will be offered as student interest and staff permits.
6. Students enrolled at OCA will not be able to take correspondence courses, on-line courses, etc. in place of classes which are offered through OCA, unless a scheduling conflict of two required classes exists. This means students will not be able to work ahead of their grade level, and can not look for less challenging ways to receive course credits. Dual Enrollment for seniors who qualify will still be allowed. Students who take a course from OCA and need to retake it may do so outside of OCA after securing the permission of administration first.

BIBLE CLASS

Bible is a required subject at Ocala Christian Academy. It enhances the study of other subjects such as English, History, and especially Science. A Christian school is privileged to use this most important function in laying a sure foundation of moral and spiritual growth. (I Cor. 3:11) Without a working knowledge of the Bible, a student can hardly be considered educated in the truest sense. Since there are so many translations and mistranslations available today, great care must be taken to use only those Scriptures that are true to the original manuscripts.

For school use - chapel, class work, memorization, devotions - the Original King James 1611 Version of the Bible is required.

FLORIDA VIRTUAL SCHOOL

OCA will be offering high school students the opportunity to sign up for on-line courses, to be taken in the OCA computer lab during normal school hours, through Florida Virtual School. There will be a fee for on-line courses. Because it is a secular source, OCA does not necessarily endorse all the contents of these classes. The position of OCA is well understood to be in strict adherence to the doctrines and principles taught in the Holy Scriptures.

Courses from Florida Virtual School may be used to take additional courses and electives not offered by OCA, to make up needed courses, or to resolve a schedule conflict in the senior year. No Florida Virtual School courses may be taken to bypass a course offered by OCA. Courses available will be selected by OCA administration from the yearly Florida Virtual School offerings, which are subject to change. Any book costs will be the responsibility of the student. OCA teachers will not be responsible for assisting students with academic difficulties encountered in on-line courses.

DUAL ENROLLMENT

1. Dual enrollment courses are considered a privilege and are available only for seniors with a cumulative 3.00 GPA.
2. Dual enrollment courses are given at Central Florida Community College (CFCC). High school elective credits and college credits are given for each course taken.
3. All high school course work for required classes must be taken from OCA. (i.e. Freshman composition at CFCC will not replace English IV from OCA)
4. CFCC classes cannot conflict with OCA scheduled classes

and/or activities. No dual enrollment class should be scheduled for a time prior to 1:00 p.m.

5. Students must obtain a permission letter from the principal to take to the college registrar prior to registration.
6. There is no additional charge at OCA or CFCC for these courses. However, students must pay for their textbooks at CFCC.

PLEASE NOTE: OCA students have had difficulty in registering for CFCC classes for the second semester. OCA and CFCC cannot guarantee that a student will be able to register for a dual enrollment class for the second semester, even if they were in a class during the first semester. Also, not all colleges and universities recognize the college credit portion of the dual enrollment class. Because of these problems, OCA does not recommend dual enrollment to its students and their parents.

SENIOR PRIVILEGE

Seniors who require five or less courses for credit in their senior year will normally be allowed to leave after the completion of fifth hour provided they do not need a course credit in a class offered sixth or seventh period. Students may be required to stay on campus for special events or activities. This is the only time during normal school hours that any senior will be allowed to not be enrolled in an OCA course. All Dual Enrollment must be done during this time. Seniors may not remain on campus past lunch if they are not enrolled in afternoon classes.

VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS AND GUIDELINES

1. Candidates must be enrolled at OCA for all of their Junior and Senior years of high school.
2. Candidates must qualify for the advanced diploma.
3. Highest cumulative grade point average (GPA) will be awarded

Valedictorian status; second highest GPA will be awarded Salutatorian status provided:

- a. All classes taken from grades 9-12 are factored in.
 - b. No F's have been earned from grades 9-12.
 - c. Candidate has not been suspended from OCA during grades 9-12.
 - d. Candidate has not had more than 18 absences in any class in any of their 9-12 grade years.
 - e. Candidate has completed 20 hours of documented community service per year of their 9-12 grade years.
 - f. No correspondence, home school, or video classes taken outside of OCA while enrolled at OCA will count toward GPA for valedictorian or salutatorian status.
4. Grade Point Average will be determined as follows:
- a. Based on a 4.0 scale.
 - b. Rounded off to the nearest 10,000th.
 - c. Based on semester grades.
 - d. Final GPA for these honors will be tallied at the end of the first semester during the senior year, due to college demands, etc.
5. No duplicate classifications will be made unless the average is exactly the same.

GENERAL INFORMATION

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Parents are responsible for notifying the school office immediately of any change of address or telephone number (home or business). It is imperative that we have this information to contact parents in case of emergency.

COMMUNICABLE DISEASES

Ocala Christian Academy desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

A teacher or administration official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school principal.

The reportable diseases include the following: Acquired Immune Deficiency Syndrome (AIDS); AIDS Related Complex (ARC); Amebiasis; Animal Bite of Humans only by a potentially rabid animal; Anthrax; Botulism; Brucellosis; Campylobacteriosis; Chancroid; Dengue; Diphtheria; Encephalitis; Giardiasis (acute); Gonorrhea; Granuloma Inguinale; Hansen’s Disease (Leprosy); Hemorrhagic Fevers; Hepatitis; Histoplasmosis; Human Immunodeficiency Virus (HIV); Legionnaire’s Disease; Leptospirosis; Lymphogranuloma Venereum; Malaria; Measles (Rubeola); Meningitis; Meningococcal Disease; Mumps; Paralytic Shellfish Poisoning; Pertussis; Pesticide Poisoning; Plague;

Poliomyelitis; Psittacosis Rabies Relapsing Fever; Rocky Mountain Spotted Fever; R. Rickettsia; Rubella (congenital); Salmonellosis; Schistosomiasis; Shigellosis; Small Pox; Syphilis; Tetanus; Toxoplasmosis (acute); Trichinosis; Tuberculosis; Tularemia; Typhoid Fever; Typhus; Vibrio Cholera; Vibrio Infections; Yellow Fever.

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, O.C.A. may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. Ocala Christian Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

EARLY CARE

Early Care is provided only for registered Ocala Christian Academy students. Early arrival care is available from 7:00 - 8:00 a.m. for an extra monthly fee. Until 8:00 a.m., all students must report to the dining hall.

EXTENDED CARE

Extended Care is provided only for registered Ocala Christian Academy students in grades K3 through 6th. There will be an additional fee charged for all extended care services.

Students are to be picked up promptly at the end of school. If the parent will be late, he should notify the school before 2:00 P.M., in which case the student will be placed in the Extended Care program.

All students (Pre-K through 6) not picked up by 3:45 p.m. will automatically be placed in extended care. Elementary students are not allowed to be left in the care of an older brother or sister after 3:45 P.M. The school should be notified if the student is to ride home with someone other than those listed on the registration forms.

Please call before 2:00 P.M. for any messages to be delivered to Extended Care staff regarding your child.

EXTENDED STUDY HALL

Extended Study Hall is provided only for registered Ocala Christian Academy students in grades 7 through 12. There will be an additional fee charged for all extended care services.

Students are to be picked up promptly at the end of school. If the parent will be late, he should notify the school before 3:00 P.M., in which case the student will be placed in the Extended Study Hall program. All students (7th through 12th) not picked up by 3:45 p.m. will automatically be placed in extended study hall.

Please call before 3:00 P.M. for any messages to be delivered to Extended Study Hall staff regarding your child.

EXTRA-CURRICULAR ACTIVITIES

In the attempt to “train up a child” totally, we offer students things that could not be incorporated into our regular schedule such as: basketball, baseball, football, and golf for boys; and volleyball, basketball, softball, golf, and cheerleading for girls. We also offer a separate Middle School sports program. Although these are “extra-curricular,” some rules are necessary in order to provide for everyone’s safety and comfort. All school conduct rules apply to each activity. Since these are voluntary activities with parental approval, we must

ask that parents not allow their students to loiter on the property before or after the activity or practice. Parents are completely responsible for the transportation to and from the gym. All students participating in these activities must travel together as a team in a school approved vehicle. A student must maintain a “C” average with no “F’s” on the quarter average to be eligible for extracurricular activity participation. Students must also have a complete physical by a licensed M.D. prior to participation in any sport. This must be on the form supplied by the OCA athletic department. Proof of private injury insurance is required before participation. Once a student is selected for a team, he is not to be removed from the squad for that season. If he is, he will not be considered for athletic participation until that season has ended. **OCA is a member of the Florida High School Activities Association** and the Kingdom of the Son Conference.

RULES FOR ATHLETES

ATTENDANCE: Attendance at all practices is required unless previously arranged with the coach. Please be considerate of others and be on time. Disciplinary actions may occur if not at practices. A note from parents in advance is appreciated. An athlete may not attend a practice or a game unless he/she is in school by the end of the first period of the day and attend the remainder of the day. Exceptions must be cleared through the Athletic Director.

AUTHORITY: The Athletic Director is the final authority on department matters unless it is deemed necessary to involve the principal or administrator. Each coach is expected to exercise proper authority over his/her team. The coach is responsible for team actions and reactions.

DETENTION POLICY: The following action will be taken for any athlete who receives the following number of detentions (of any variety or type) from the beginning of tryouts to the conclusion of that sport’s season. These penalties are based on assigned detentions, not served detentions. The high school office will notify head coaches of

assigned detentions as soon as possible.

1 detention: Running penalty

2 detentions: Increased running penalty and drop a string for a game (i.e. starters do not start; back ups go the end of the substitution rotation)

3 detentions: Increased running penalty and sit for a quarter of the event

4 detentions: Increased running penalty and sit for a half of the event

5 detentions: Removal from team

DRESS: Students are required and encouraged to dress properly, both in and out of school. For athletic practices, students are required to purchase and dress in the specified gym suit (**available at Pasteur's Sports**). For athletic competition, athletes that are attending and/or traveling to or from athletic events must wear school dress code attire with dress shoes unless the athletic uniform is being worn. If the athletic uniform is being worn, athletic shoes, but not sandals, will be allowed. No hats or caps are to be worn unless they are part of the uniform, and it is being worn. These rules apply to athletes who eat with the team after the game but ride home with the parents. These rules apply to home games as well. Girls' athletic participation dress code lengths are: athletes - 2" maximum above the middle of the knee; cheerleaders - 1" maximum above the middle of the knee.

EMERGENCIES: Any accident or injury must be reported, in writing, to the school office. Our medical kits are adequate for minor needs.

ELIGIBILITY: Previous School Year: A student who failed to pass four (4) of the five (5) full unit subjects the previous school year shall be ineligible for competition during the first grading period of the current school year. The academic subjects referred to here shall be four (4) of these five (5): Bible, English, Science, Math, History. A "Conditioned" or "Incomplete" subject is a failure. Such a student

remains ineligible for the first nine weeks minimum.

Current School Year: To be eligible during any grading period after the first, he/she must have a passing grade in each of his/her subjects for the grading period just closed. All students must maintain a "C" average with no "F" on their quarter grades of the report card. An accumulative "C" average, figured by semesters, must be maintained once an athlete enters the tenth grade. If the requirements are not met, the student must sit out until the progress report is issued; and then the above criteria must be met.

GYM: Students are not to enter buildings, other than the gym, in shorts or to wait outside of any building in shorts. Shirts are to always be worn, both in practice and P.E. The side doors of the gym are for exits only. No gum chewing, glass, or cleats in the gym.

HEALTH FORMS: It is required that a current physician's certificate form (supplied by the athletic department) be on file with the athletic director prior to the beginning of practice in any sport. A physical is only good for the current school year. Parental consent and private insurance is also required.

INELIGIBLE STUDENTS: A student will sit out $\frac{1}{2}$ of a football game for each day suspended and an entire game/match for all other sports for each day suspended. The student will not be allowed on campus or at a game if the suspension is on a game day. It is a Conference rule that an ineligible student shall not be allowed on the players' bench, in the team box, or on the field of play in athletic uniform during an athletic contest. School rules also call for the student to miss practice as well.

PRACTICES: Times and days will be determined by the coach of each sport with the prior approval of the Athletic Director. Practice duration shall not exceed two (2) hours for any sport, excluding shower time.

TRANSPORTATION: No food, drink, candy, gum, magazines, radios, games, or toys are to be taken or used on trips unless permission is given in advance by the Athletic Director. Athletes must ride to all away games with the team. Team members can only return with adults when written permission is received by the coach a day prior to the activity. No student is to ever be allowed to return with a group of students or young people only.

UNIFORMS: Practice and game uniforms are to be cleaned by designated school service. (This does not include gym uniforms.) Students should not normally bring home their uniforms.

ATHLETIC BOOSTER CLUB

Parents and other supporters of our athletic program often donate their time and talents to fund-raising projects, duties at games, transportation, etc. More information concerning your support of the Crusaders is available through the main office.

BEHAVIOR AT ATHLETIC EVENTS

Although the tempo of athletic competition often lends itself to becoming emotionally involved, we do not tolerate unsportsmanlike behavior from faculty, coaches, players, cheerleaders, or spectators. Respect is to be shown to game officials, opponents, and persons from schools with whom we compete at all times. Please do not “boo” or ridicule the opposing team or the officials because of a call they make or do not make. We do allow and encourage spectators to cheer and shout encouragement to the teams. Any complaints or disagreements are to be shared with either the athletic director or principal in private. Please help us maintain high standards and good testimony at both home and away contests! We prefer that shorts not be worn during athletic events. If shorts are worn to an activity, they should be loose fitting and the length should come to the middle of the knee. Those who are not dressed properly may be asked to leave the campus. Please help us to avoid an embarrassing situation by

informing your guests of this policy. O.C.A. students are admitted free of charge to all after school, home contests (excluding jamborees, playoffs, etc.) with their student I.D. card.

Smoking and alcoholic beverages are not allowed on the OCA campus. Only food purchased at the Athletic Booster Concessions Stand is allowed on the campus during athletic events.

FIELD TRIPS

During the school year, each grade is scheduled to take at least **one** field trip to various locations in the state of Florida. Additional funds may be required to cover such costs as transportation, tickets, meals, etc. Parents may attend field trips in the role of a chaperone. All students are required to ride in the school provided vehicle to the field trip destination. Students may return from the trip with an adult in private transportation with prior written permission from the parent. Students and chaperones are to abide by school policies and dress codes. Food and beverages are not permitted on school vehicles.

FIRST-AID CLINIC

The school's main office serves as a first-aid clinic for the purpose of treating minor injuries and for isolating students who have become ill during the day. In some cases of illness, parents are notified and are asked to take the child home if necessary. The same procedure is followed in the event of a serious or undetermined injury.

All medications brought to school by students must be turned in to the office and may not be kept in student lockers, purses, book bags, etc. Only office personnel are allowed to administer medication and then only after submission of a completed medication authorization form. A completed medication authorization form is necessary before either prescription or non-prescription medicines can be administered. No medication will be administered without proper written instructions as to amounts and times, etc. All medication must be provided by the

parents. The school will not provide any medication.

I.D. CARDS

Each student will be issued a Student I.D. card at the beginning of each school year. The I.D. card is necessary to check books out of the school library and for free admission to after school, home athletic contests (excluding jamborees, playoffs, etc.).

INSURANCE

Every child is covered by a school-time insurance plan which is included in the registration fee. However, this is not a primary policy. Therefore, if a student is injured, the claim should be made with the parent's insurance company first. Then the school-time insurance will pick up reasonable and customary expenses that were not paid by the parent's company. This includes deductibles not paid. This also applies to athletic injuries.

Under the school-time only plan the student is insured while...attending school during the hours and on the days when school is in session,...participating in or attending activities sponsored solely by the school and continuously and directly supervised by a school official or employee, including school supervised travel directly and without delay to and from such activities during the school term..traveling directly and without delay to and from the insured's residence, as defined in the Policy, and the school for regular school session, for such travel time as is required, but not to exceed one hour before school begins and not more than one hour after school is dismissed, or if additional travel time beyond one hour on the school bus is required, coverage shall extend for such time that might be necessary.

An Around-The-Clock Plan, covering accidents away from school, year-round is available on an optional basis. You may want to consider this additional protection for your child if you have no other insurance coverage for them. Under the "Around-the clock-plan" the student is insured for full 24-hours a day protection, not limited to school-connected accidents. Purchase of this plan negates the policy that the school purchased. Please contact the main office for further

information.

Students who wish to try out for any athletic team must have proof of private injury insurance prior to participation. It is recommended that you shop carefully for good coverage.

All insurance questions should be handled through the office.

LIBRARY

The school library will be open during specified times for classes throughout the school day. Students should conduct themselves quietly at all times in the library. Only one book may be checked out at a time, unless working on a research project. Overdue books may not be renewed. Fifteen cents a day will be charged for overdue books. Students will be held responsible for books until they are returned to the library. First and second grade students will not be allowed to take library books home; however, they can use the library during school hours. Students in grades 7-12 are required to present their Student I.D. card in order to check out library books. Books are considered lost after four weeks and the librarian will bill the student's tuition account.

LOCKERS

Lockers are assigned to students in grades 7-12. All lockers must have a lock kept on them at all times. It is recommended that a combination lock be used. The combination **MUST** be registered in the office. OCA will not be responsible for valuables left in unlocked lockers. All lockers are subject to inspection by the Administration at any time. Trash and food should not be left overnight in any locker. Students are not to put tape and/or stickers on the inside or outside of the lockers. Students whose lockers are defaced or damaged will be assessed a fine at the end of the school year.

LOST AND FOUND

Articles will be kept in Lost and Found for only 30 days. At the end of 30 days, articles will be disposed of. Be sure your child inquires about any missing items in the main office. We urge parents to place the student's name on all personal items so that these items can be easily identified. All found jewelry, watches, etc. will be kept in the main office. Other articles are kept in a secure area.

LUNCH PROGRAM

Lunches will be available to all students at a nominal cost. Advanced menus are posted on bulletin boards throughout the campus and are available at the school's website. Our lunch program does not receive governmental support. Prices are subject to change without notice.

Please see that your children have provisions made for their lunch each day. Without permission of the administrator, no food is to be ordered or delivered to the school, or brought in by students dismissed early.

SCHOLARSHIPS ACCEPTED

OCA is qualified to receive Step Up For Students and McKay Scholarship funding from the state of Florida. These independent agencies operate these scholarship opportunities, and should be contacted directly for more information. Both maintain websites.

SCHOOL AGENDAS

A School Agenda (planning organizer) is issued to each student in grades 1-12. This service is provided to help students learn to plan and organize their assignments and responsibilities. Parents are encouraged to check their child's agenda each evening in order to help teach them to complete responsibilities. The student is responsible to replace the agenda at a cost of \$5 in the event that it is misplaced.

SCRIP PROGRAM

The Scrip Program is available to parents and families of OCA students to assist with tuition costs of the students. By making regular purchases from local businesses through Scrip, you can earn tuition credit and help the school at the same time. All you have to do is shop at the grocery store, gas station, restaurant – all the places you do business with on a regular basis. Scrip is gift certificates and gift cards accepted at hundreds of local and national retail stores, grocery stores, gas stations, restaurants, and more. So instead of making your usual purchases with cash, check, or credit card, you pay with scrip. 50% of the profit goes toward the designated student's tuition, and 50% of the profit goes toward OCA.

Further details of this program will be given at the Parent/Student Orientation meeting prior to the start of school.

STUDENT ORGANIZATIONS

Safety Patrol

Students in the 5th grade are eligible to serve as Safety Patrol members. Candidates must submit an essay on "Why I would like to be on Safety Patrol" and also have a good academic and discipline record from the previous school year. Safety Patrol members help with pedestrian and vehicle traffic before and after school.

Crusaders in Action (CIA)

Crusaders in Action (CIA) is a service club that reaches out to the community as well as meets many needs of the student body. CIA works with the physically and mentally handicapped children and the elderly in convalescent homes. Students lead the club meetings by doing special musical selections and giving devotions. CIA also sends care packages to college students, writes letters to missionaries, plans food drives, and collects money for needy people in our school and church. CIA meets every Tuesday morning at 8:00 AM and is open to all students in grades 7-12.

BETA Club

The National BETA Club is a non-profit leadership-service club. The purpose of BETA is to encourage effort and reward merit and to promote those qualities of character that make for good citizenship. Ocala Christian Academy encourages students with a 3.5 grade point average to join BETA and get involved in the annual projects.

National Honor Society

Students in grades 10-12 who have excelled academically have the opportunity to become a member of our National Honor Society. Students must maintain a "B" average, be involved in community service, and be recommended by the OCA faculty. Officers are elected and work closely with their sponsor planning the candle light induction service. These officers are eligible for scholarships to colleges.

Student Council

Students in grades 7-12 may nominate their classmates as representatives for the Student Council. Student Council is responsible for planning Spirit Week, Homecoming activities, Mr. and Miss OCA, Civic Appreciation Chapel, and the Thanksgiving food drive.

VISITORS ON CAMPUS

All parents and visitors to the OCA campus must report to the office in the elementary building to sign in and obtain a visitor's badge before going anywhere on campus. This includes visiting your child for lunch, recess, or delivering a forgotten item to the classroom. This policy is in place to protect all of the children and to prevent a stranger from wandering around this campus. We would also appreciate it if parents and visitors would abide by our dress code while visiting the campus.

Non-OCA school aged children are not permitted to visit the campus during school hours, unless that student is a prospective student for

OCA, and has made arrangements with the administrator in advance for the visit.

WEATHER RELATED CLOSINGS

In the event of a hurricane or other weather related issues, OCA will follow the lead of the Marion County Public Schools in regards to school closings. If it is announced on radio or television that all public schools in Marion County are closed, we will be closed as well. This will include day care, athletics, and all other aspects of our operations. If the public schools are in operation, then we will be as well.

Should school begin and the public schools decide to close early, OCA will continue to operate until all children have been picked up. If the public schools close early, we encourage you to come pick up your children as soon as possible.

WEB SITE

OCA maintains a web site at www.ocacrusaders.com. Information on upcoming events is posted there on a monthly basis. Homework assignments are posted on a weekly basis.

YEARBOOK

All students (K3 - 12th) may purchase a yearbook when they go on sale in the fall. Order forms will be sent home. A yearbook will not be available to any student who does not order one during that time.

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