

OCALA



CHRISTIAN

ACADEMY

Home & School Handbook

2012 - 2013

A ministry of Central Baptist Church

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

“To prepare man to fulfill his duty to God & have eternity set in his heart”

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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WELCOME TO THE OCALA CHRISTIAN ACADEMY FAMILY

Ocala Christian Academy was founded to meet the need to provide sound education in light of God's Word. We face the challenge with full confidence that Christ is the answer for all mankind's needs.

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

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

While our athletic program provides for a healthy student-school spirit, 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, these standards require 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 Scriptural 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. Tim Rowe.....	Administrator
Mrs. Sharon Loyd.....	Elementary Principal
Mr. Ron Carpenter	Secondary Principal
Mr. Ron Carpenter	Athletic Director
Mrs. Kay Mills	Office Administrator

STATEMENT OF FAITH

1. WE BELIEVE the Bible is the inerrant, inspired Word of God, preserved through the Masoretic text of the Old Testament and the Textus Receptus of the New Testament (Psalm 12:6,7; II Tim. 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 the shed blood of Jesus Christ through repentance and faith (Acts 20:21).
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 philosophies 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 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 the head of the church; therefore, he is the head of the school which is a ministry of the church. As head of the school, the Pastor 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 achieve his or her best in biblical, spiritual, academic, citizenship, and relational goals through its curriculum and instructional methods so 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, and daily Christian living and to give the student an excellent education. The faculty of Ocala Christian Academy realizes the solemn responsibility before God in molding the life and character of the 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 He is 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 his 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.

OCA does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, athletics, 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.

All 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 ability for grade placement; students who do not meet the placement standard will be required to repeat the current grade or denied admission.)
4. Submit completed recommendation Forms. (Negative recommendations will result in denied admission.)
5. Submit all the following 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 (6th - 12th grade)
6. Attend scheduled student/parent interview with the administration.

Steps 1-5 must be completed before the school office will schedule an appointment with an administrator for an interview.

Scheduling an interview does not insure 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 on probation, and the student and his parents are required to sign and abide by the probation agreement.

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 deemed necessary. Additional probation may be set for not completing homework, failing to meet other academic requirements in a subject, or as a result of disciplinary problems.

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

No applicant that has been suspended from another school will be considered for enrollment until he has **finished 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 finished 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

In February, current students with an up-to-date tuition account will receive registration packets for the following school year. The registration forms along with the registration fee need to be submitted to the main office as quickly as possible in order for students to insure a place in next year's classes. 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 there is no 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.

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.

Secondary (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 confined to the classroom, but can be personal.
 - c. Long-term assignments develop the student’s ability to meet deadlines, schedule time, be creative, complete personalized projects, and grow in 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. Students will have one day to make up assignments for each excused absence day.
 - 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 but should not do the assignments for them. They can assist them in finding the necessary materials needed to complete the assignment or project. Parents should see that the student has a place to study which is essentially free from distractions (TV, phone, etc.).
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 semesters 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

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

GRADING SCALE

Points	Letter	High School Grade Points:		
100-98	A+		G.P.	Honors
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

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 are 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. These reports are given to keep the parent informed of the student's accomplishments.

In the elementary grades, progress reports are issued based on the student’s grades or conduct and will be issued for only the subjects in which the student receives a “C” grade or lower or for the classes in which 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

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 Diploma:

Bible.....	1 credit required for each year at OCA
English	4 credits
Social Studies.....	3 credits
Science	3 credits
(credits in Biology and Chemistry required)	
Mathematics.....	4 credits
(credits in Algebra I; Algebra II; Advanced Math required)	
Health Opportunities through Physical Education	1 credit
Fine Arts or Vocational Arts Elective	1 credit
Foreign Language (Beginning with Class of 2015).....	2 credits
Electives (more required if fewer than 4 Bible credits earned)	<u>2 credits</u>
Minimum Credits Required for Graduation	Total 24 credits
Minimum GPA 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
Health Opportunities through Physical Education.....	1 credit
Fine Arts or Vocational Arts Elective	1 credit
Electives (more required if fewer than 4 Bible credits earned).....	<u>3 credits</u>
Minimum Credits Required for Advanced Diploma	Total 26 credits
Minimum GP Required for Advanced Diploma	3.00

GENERAL ACADEMIC INFORMATION (GRADES 9 - 12)

Students are to select their courses including electives according to the requirements for graduation. Because of class arrangement, teacher scheduling, and class load, students may not make any scheduling changes after the tenth day of each semester

If a special need arises, administrative discretion may be exercised. The administrative decision is always final.

1. Some courses are not offered every year, but are offered only as student interest and staffing permits. There are prerequisites for some electives.
2. No full credit course may be dropped after the ten- day period without the student's 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 medical reasons for more than two days will be required to bring written verification from a physician indicating reason and length of time the student should be excused. A doctor's note is also necessary if a student cannot take P.E. for the entire year or if participation is restricted to certain types of activity. All notes are to be turned in to the school office on a yearly basis.
4. All students are required to carry at least five academic subjects totaling a value of five units of credit during each of the four years of high school unless special permission is given to carry fewer.
5. No correspondence courses, on-line courses, etc. will be allowed in place of classes offered at OCA, except where there is a scheduling conflict of two required classes. Students may not work ahead of their grade level or look for less challenging ways to receive credits. Students who need to retake a course previously taken at OCA may do so outside of OCA after securing permission from administration.

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 subject for laying a sure foundation for moral and spiritual growth. (I Cor. 3:11) Without a working knowledge of the Bible, a student cannot 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 Version of the Bible is required.

FLORIDA VIRTUAL SCHOOL

OCA offers high school students the opportunity to register for on-line courses to be taken in the OCA computer lab during normal school hours through Florida Virtual School (FLVS). There is a fee for these on-line courses. Because FLVS is a secular source, OCA does not necessarily endorse all the content of these classes. The position of OCA is in strict adherence to the doctrines and principles taught in the Holy Scriptures.

Courses from FLVS may be used to make up needed courses or to resolve a schedule conflict in the senior year. FLVS courses may **not** be taken to bypass a course offered by OCA. Courses available will be selected by the OCA administration from the yearly FLVS 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 for juniors and 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 prior to 1:30 p.m. for seniors and 4:00 p.m. for juniors.
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 fewer 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. These class periods are the only times during normal school hours that any senior will be allowed to not be enrolled in an OCA course. Seniors may not remain on campus past lunch if they are not enrolled in afternoon classes; however, there are times when seniors may be required to stay on campus for special events or activities.

VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS AND GUIDELINES

1. Candidates must be enrolled at OCA during the entirety 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, and second highest GPA will be awarded Salutatorian status under the following guidelines:
 - a. All classes taken from grades 9-12 must be factored in.
 - b. Candidate must have earned **no** F's from grades 9-12.
 - c. Candidate has not been suspended from OCA during grades 9-12.
 - d. Candidate has had no more than 18 absences in any class in any of his 9-12 grade years.
 - e. Candidate has completed 20 hours of documented community service per year of his 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 of the senior year due to college demands, etc.
5. No duplicate classifications will be made unless the average is exactly the same.

APPEARANCE & CONDUCT

Ocala Christian Academy believes a Christian's appearance and conduct should accurately reflect the indwelling presence of the Holy Spirit. (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 is available locally from Pasteur's Sports. Students also have the option of purchasing tan/khaki, navy, black, brown, or gray skirts, jumpers or pants elsewhere, as long as they meet dress code standards and are equivalent to the uniform style.

***Only OCA monogramed shirts from Pasteur's can be worn during school hours – Kelly green, red or navy polo shirts or white monogramed blouses.**

GENERAL DRESS CODE GUIDELINES

1. Students may be asked to remove jackets and sweaters 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 (except secondary girls may wear shirts untucked).
5. *The only visible garment that can be worn under a school uniform shirt is a white T-shirt or shirt that is the same color as the uniform shirt (long or short-sleeved).
6. During cold weather students may wear a sweater or jacket which zips or buttons all the way down (*No flannels, sweatshirts, hoodies or big coats may be worn in the classrooms).
7. OCA does not want to promote or be associated with “worldly” clothing. Since styles do change, sometimes rapidly, new pronouncements on clothing styles may be made by the administration during the regular school year.
8. Students should wear brown, black, blue, or white casual shoes - socks and shoes must not be extreme. Flip flop-style shoes are not permitted.
9. All backpacks, gym bags and lunch boxes must be free from worldly advertisements.

YOUNG LADIES' DRESS

Young ladies are required to dress in modest apparel that attracts attention to an inner spirit of meekness and quietness. (I Peter 3:4) Therefore, young ladies attending Ocala Christian Academy must wear skirts which come to the bottom of the knee cap (middle of the back of knee) whether in a walking, standing or seated position. Skirts may not have any slits in them. Young ladies may not wear suggestive, form-fitting or extreme clothing styles. 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.

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. No jeans with holes are permitted.

YOUNG LADIES' HAIR STYLES

Girls are asked to wear appropriate hair styles. Unnatural-looking dyed hair, spiked hair, or other hair styles that are contrary to the standards of OCA **as determined by the Administration** are not permissible. Only ribbons, bows or clips may be worn in our young ladies' hair (they must be conservative).

YOUNG MEN'S DRESS

Basic dress pants of tan/khaki, navy blue, black, brown, or gray 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. Boys in 4th-12th grades must wear pants with belt loops and belts (no extreme belts or buckles are allowed). Socks must be worn and must be visible.

Sandal-type shoes are not permitted on boys.

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 at all times (no moustaches or beards). Boys' sideburns may not extend past the tip of the ear lobe. Hair should be neatly cut and tapered, no shaggy or bushy styles will be allowed. Boys' hair may not touch the eyebrows in the front, the collar of the shirt in the back, or 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.); one length hair or other hair styles as determined by the Administration are not permitted.

BANQUET AND SOCIAL EVENT DRESS CODE

Modesty should be the main concern when dresses are purchased. A shawl must be worn along with any dress not covering the shoulders. The shawl is not to be removed during the event. Low cut dresses or immodest form-fitting dresses are not allowed. Slits may only come to the bottom of the knee, and dresses must be at least to the bottom of the knee in length. Standard undergarments must be worn at all times.

Dress shoes are required and must be brought along to the dress check. The dress must be brought to school to be modeled before a designated administrative representative well in advance of the event. These standards apply to guests of our students as well: their dresses 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.

Students must adhere to normal school requirements for all other issues not specified in this section. Students who come to events in violation of the dress standards will be denied entrance with no refund of costs. To avoid any embarrassing moments parents who attend the events should also follow these standards as well.

FIELD TRIP ATTIRE

Different field trip destinations 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 unless the athletic uniform is being worn (sandals are not permitted). Student athletes must change out of practice uniforms before being a spectator at athletic events.

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 respectfully ask that parents and visitors abide by our dress and conduct standards when they are on campus or at any outside school event. This consistency 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 behavior indicates respect toward all adults and fellow students.

Disrespect includes acts of intimidation, threat, or insolence toward teachers and responsible adults, as well as attitudes of rebellion or the propagation of such attitudes in other students by action or verbal discussion. Acts of intimidation such as bullying, horseplay, fighting, or name calling will not be tolerated in or out of the classroom. 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 student. The possession or use of any alcoholic beverages or tobacco products 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 will result in immediate dismissal.

Acts of immorality, profanity, gambling, lying, cheating, or stealing, 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; therefore, no ipods or music devices will be allowed at any school function.

Public display of affection between students on campus or at school functions is not permitted. (I Thess.4:3-6, I Cor. 7:1) These types of behavior include holding hands, kissing, unnecessary physical contact of any type, or seeking isolated areas without supervision.

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. Complete obedience to authority will be taught to the students.

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

ADDITIONAL CONDUCT POLICIES

Eating anywhere on campus other than in the cafeteria is entirely prohibited before, during, and after school hours unless prior permission is granted by the administration. Gum chewing is not allowed anywhere on campus.

No radios, ipods, laser pointers, electronic games, toys, or any other such equipment are to be brought to school without permission from the administration. 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 on campus will be confiscated.

Cellular telephones are not to be on or out during the school day or during school functions (even as a clock). 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. Items that are in conflict with the philosophy of OCA 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's being required to pay the cost of repairing, refinishing or replacing the same. The student will also 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.
4. 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.
5. Students are not to be in the classroom buildings before class time (8:20 AM) or after school (3:30 PM) without permission. No students are to be in the school rooms before or after school without the teacher's 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 shall be a driver or rider of another's vehicle without written permission from parents of all students involved (including bicycles, motorcycles, trucks, etc.).
 - 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. Students should keep the volume of their music low enough that the music cannot 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 filters its internet content before it can be accessed by students. These filters 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., **even if posted outside of school.**

The following rules are the *Acceptable Use Policy* for **students using 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.

PLAGIARISM

In this age of technology, it is easy to obtain information. Plagiarism is “a form of stealing which consists of taking the opinion, the organization, or the sentence structure of another and presenting it as if it were your own.”

(Handbook of Grammar and Composition, A Beka Books, p. 302.)

Plagiarism will result in a zero being given for the grade of the paper containing the plagiarism and is subject to administrative review and further discipline action.

CORRECTION OF VIOLATIONS

Discipline is positive training in the right direction. Proverbs 22:6 admonishes authority to “Train up a child in the way he should go and when he is old, he will not depart from it.” Correction and adherence to rules are a necessary elements of education. 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. In addition to helping correct negative behavior, parental cooperation in discipline helps the child avoid unnecessary embarrassment and creates a better learning environment for the child. Parents are pledging to support the disciplinary decisions of administration when they sign the registration form. 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 for, but is 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 three major / habitual detentions. After five major / habitual detentions, a letter is sent home. The student will serve an in-school suspension for 1 day after 8 detentions, 2 days after 11 detentions, and 3 days after 14 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 extra assigned profitable 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 suspension will remain on the student's permanent record.

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, the suspension 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 only after the character, discipline record and influence of that student have been carefully assessed. 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 makes 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 his parents to cooperate with the spirit of Ocala Christian Academy will make it necessary for the administration to dismiss that student.

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 appropriate solutions may be reached.

If at any time the school feels that cooperation from parent or student is lacking, the school will request the student to transfer to another school system.

ATTENDANCE POLICIES

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

1. A note from the parent is required to explain why the student was absent or tardy to school. Not only must the note contain the parent's signature and the reason (as per #2 below) and date for the absence or tardy, but the reason must also be acceptable to the principal or his designee. 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 the student returns to school, the absence will be permanently recorded as unexcused.
2. An absence or tardy may be excused for the following reasons:
 - 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-approved extraordinary conditions (which should be explained in writing).

Please note: Oversleeping, failing to set an alarm clock, late driver, traffic, errands, and sleeping in 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. If a 7th – 12th grade student is tardy to a class and has missed more than half of that class period, he will be considered absent from the entire class.
4. A student is considered tardy in the morning if he is not in his seat at 8:30 a.m. A tardy for the first hour (8:30 A.M.) requires a note from the parent indicating sufficient reason (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 prospective 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. (unless enrolled in Early Care). All students must report to the dining hall when arriving before 8:00 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.

A note from the parent is necessary 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 missing not 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 end 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 he is 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 a.m. bell the following school day. 25 points will be deducted if the work is made up one day late, and 50 points will be deducted if the work is made up two days late. Zero points will be given if the work is not made up by the second school day.

SCHOOL HOURS

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

SECONDARY SCHOOL SCHEDULE

Home room & 1st Period8:30 a.m. - 9:25 a.m.
2nd Period..... 9:30 a.m. - 10:20 a.m.
3rd Period10:25 a.m. - 11:15 a.m.
4th Period 11:20 a.m. - 12:10 p.m.
5th Period 12:15 p.m. - 1:05 p.m.
Lunch 1:05 p.m. - 1:35 p.m.
6th Period 1:40 p.m. - 2:25 p.m.
7th Period 2:30 p.m. - 3:20 p.m.
Detention3:25 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.

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

OCA strives to maintain a healthy 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 another person.

A teacher or staff member who reasonably suspects that a student or employee has a communicable disease shall immediately notify the Administrator.

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, OCA may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. OCA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary actions to control the spread of communicable diseases within the school.

EXTENDED STUDY HALL

Extended Study Hall is provided only for registered Ocala Christian Academy students in grades 6 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 is going to 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.

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 5th. 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 is going to 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. 5 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.

EXTRA-CURRICULAR ACTIVITIES

In the attempt to “train up a child” in every area, we offer students the following extra-curricular activities: 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. 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 (FHSAA) and the Kingdom of the Son Conference.

RULES FOR ATHLETES

ATTENDANCE: Attendance at all practices is required unless the absence has been previously arranged with the coach. Athletes must be on time. Disciplinary actions may occur if the athlete is not at practices. A note from parents prior to an absence is appreciated. Athletes may not attend a practice or a game unless they are in school by the end of the first period of the day; they must attend the remainder of the day. Exceptions must be cleared through the A. D.

AUTHORITY: The Athletic Director is the final authority for decisions regarding athletics 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 actions indicated below will be taken for any athlete who receives detention (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 a demotion in string for a game (i.e. starters do not start; backups go to the end of the substitution rotation)

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

4 detentions: Increased running penalty and sitting 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 uniform (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 will be allowed; however, sandals are never acceptable. No hats or caps are permitted unless they are part of the athletic uniform being worn. These rules also apply to athletes who eat with the team after the game but ride home with their parents. These rules apply to home games as well as away games. Girls' athletic participation dress code lengths are as follows: 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 to the coach. The coach will then submit the report in writing to the school office.

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 shall be four (4) of these five (5): Bible, English, Science, Math, and History. A "Conditioned" or "Incomplete" subject is a failure. Such a student remains ineligible for a minimum of the first nine weeks.

Current School Year: To be eligible for competition during any grading period subsequent to the first, students must have a passing grade in each of their subjects from the previous grading period. All students must maintain a C average with no F's on the quarter grades of their report cards. A cumulative C average, figured by semesters, must be maintained once an athlete enters the tenth grade. If these 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. Students are not to wait outside of any building in shorts. Shirts must always be worn on campus. Gum, glass, and cleats are not allowed in the gym.

HEALTH FORMS: FHSAA requires 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 ½ 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. OCA requires that the athlete miss practice as well.

PRACTICES: Times and days for practices 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 ever allowed to return with another group of students or other young people not accompanied by an approved adult.

UNIFORMS: Practice and game uniforms are to be cleaned by designated school service. Students should not normally take their uniforms home. (This does not include gym uniforms which must be worn for practice unless exception is approved by the Athletic Director.)

ATHLETIC BOOSTER CLUB

Parents and other supporters of our athletics program often donate their time and talents to fund-raising projects, duties at games, transportation, etc. More information concerning opportunities for 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 emotional involvement, 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 do 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 a 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 or below. 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. OCA students are admitted free of charge to all after school home contests (excluding jamborees, playoffs, etc.) with their student I.D. cards.

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 in school vehicles.

FIRST-AID CLINIC

The school's main office serves as a first-aid clinic for the purposes of treating minor injuries and 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 students' lockers, purses, book bags, etc. Only office personnel are allowed to administer medication after a completed medication authorization form has been submitted. 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. **Students with a filed Permission To Carry Medical Supplies form are allowed to self-administer epinephrine pens, diabetic supplies, and inhalers.** 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.).

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.

INSURANCE

Every child is covered by a school-time insurance plan. The cost of the policy is included in the registration fee. However, this insurance is not a primary policy. Therefore, if a student is injured (including an athletic injury), the claim should be made with the parent's insurance company first. The school-time insurance will then pick up reasonable and customary expenses that were not paid by the parent's company. This payment includes unpaid deductibles. Under the school-time only plan the student is insured while 1) attending school during the hours and on the days when school is in session 2) 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 3) 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 him. 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 the student is 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 the books 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. cards in order to check out library books. Books are considered lost after four weeks, and the student's tuition account will be billed.

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. are kept in the main office.

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 who have been 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 him 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 includes gift certificates and gift cards accepted at hundreds of local and national retail stores, grocery stores, gas stations, restaurants, and more. 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 to 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 entitled “Why I would like to be on Safety Patrol” and 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): 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 Wednesday morning at 8:00 a.m. and is open to all students in grades 7-12.

Warriors for Christ (WFC) The 6th grade students of Ocala Christian Academy are invited to a Bible Study each Friday at 8:00 am. This Bible Club encourages students to read the Bible through, use their abilities for the Lord Jesus Christ and pray for the students and faculty. Students collect money to buy Bibles for missionaries, prepare chapel services for the elementary students and encourage other students. Officers are elected by their peers. **Every 6th grade student may join at any time during the school year.**

The National BETA Club: BETA is a non-profit leadership-service club. The purpose of BETA is to encourage effort, reward merit, and 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 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 sponsors in planning the candle light induction service. These officers are eligible for scholarships to colleges.

National Elementary Honor Society: Students in grades 4-6 who have outstanding academic achievement and demonstrate personal responsibility have the opportunity to become involved in NEHS. Students must maintain the Honor Roll status and be recommended by six people including their teachers. Projects are announced at the beginning of the semester and induction occurs after the first semester. Officers from 6th grade are elected with representatives elected from 4th and 5th grades.

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, the Mr. and Miss OCA ceremony, 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. Parents and visitors must have a pass to visit a child for lunch, recess, or to deliver a forgotten item to the classroom. This policy is in place to protect all of the children and to prevent strangers from wandering around this campus.

Unless visiting as a prospective OCA student, non-OCA school-aged children are not permitted to visit the campus during school hours. Arrangements must be made with the administrator in advance for such visits.

WEATHER RELATED CLOSINGS

In the event of a hurricane or other weather related issue, OCA will follow the decisions of the Marion County Public Schools regarding school closings. If Marion County announces that all county schools are closed, then OCA and all aspects of its operations (day care, athletics, etc.) will be closed as well. 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 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 on this web site on a monthly basis. Homework assignments are posted on a weekly basis.

YEARBOOK

All students (K3 - 12th) may purchase a yearbook during the yearbook 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.

Ocala Christian Academy was founded in 1972, as a ministry of Central Baptist Church, upon the realization of a need for providing sound education in light of God's Word. OCA offers:

- A K3-12th grade program
- A student to teacher ratio of 14 to 1
- 50+ staff members
- A fully accredited institution (ACSI)

OCA takes the Florida Step-up for Students and the McKay Scholarship. **If qualified, Step-up will cover over 80% of the tuition costs!**

For more information or for a school tour, please contact our office.