



Ocala  
CHRISTIAN ACADEMY

2024-2025

STUDENT  
HANDBOOK

*A ministry of Central Baptist Church*

a:1714 SE 36th Ave. Ocala, FL 34471 | p: 352.694.4178 | f: 352.694.7192

[www.ocacrusaders.org](http://www.ocacrusaders.org)

# OCALA CHRISTIAN ACADEMY PARENT/STUDENT HANDBOOK

The purpose of the Parent & Student 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.

\* Changes and additions from the previous year are **highlighted** throughout the handbook.

## Table of Contents

Welcome.....	7
A MESSAGE FROM THE ADMINISTRATION .....	8
ADMINISTRATION .....	8
Who We Are.....	9
STATEMENT OF FAITH .....	9
AFFILIATION.....	10
ACCREDITATION.....	10
CHAIN OF COMMAND .....	10
ORIGIN OF OCALA CHRISTIAN ACADEMY .....	10
MISSION STATEMENT OF OCALA CHRISTIAN ACADEMY.....	11
PHILOSOPHY OF OCALA CHRISTIAN ACADEMY .....	11
What We Do.....	13
EXPECTED STUDENT OUTCOMES .....	13
ENROLLMENT INFORMATION, NOTICE OF NONDISCRIMINATORY POLICY .....	15
ADMISSION INFORMATION .....	15
EXCEPTIONAL STUDENT PROGRAM (ESP) .....	16
ANNUAL RE-ENROLLMENT .....	17
WITHDRAWAL INFORMATION.....	17
Academic Information.....	18
HOMEWORK.....	18
PROMOTION.....	19
HIGH SCHOOL CLASSIFICATION .....	20
GRADING SCALE.....	20
HIGH SCHOOL GRADE POINTS (GPA): .....	21
BASICS OF GRADING.....	21
REPORT CARDS/GRADE REPORTING .....	22
HIGH SCHOOL GRADUATION REQUIREMENTS.....	22
GENERAL ACADEMIC INFORMATION (GRADES 9 - 12).....	23
BIBLE CLASS.....	25
HONORS CLASSES.....	25

DUAL ENROLLMENT.....	25
SENIOR PRIVILEGE.....	26
VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS AND GUIDELINES.....	26
ATTENDANCE.....	27
SCHOOL HOURS.....	29
Student Behavior.....	30
CORRECTION OF VIOLATIONS.....	30
DEMERITS.....	30
Calculation of Demerits.....	31
AFTER SCHOOL DETENTIONS.....	31
EXTRACURRICULAR PROBATION.....	32
SUSPENSION.....	32
EXPULSION.....	33
PLAGIARISM.....	33
Code of Conduct.....	34
Personal Character.....	34
Prohibited Activities.....	36
Student Searches.....	39
School Dress Standards.....	40
Men’s Guidelines.....	40
Grooming.....	40
Clothing and Appearance.....	40
Dress Categories.....	41
Women’s Guidelines.....	42
Grooming.....	42
Clothing and Appearance.....	42
Dress Categories.....	42
General Dress Code Guidelines.....	44
General Responsibilities.....	45
Spiritual Growth.....	45
Stewardship.....	45
Respectful Interaction.....	45
Disruptions.....	45

Harmful Devices.....	46
Campus Events.....	46
Entertainment and Electronics.....	47
Music .....	47
Cell Phones .....	47
Computer and Internet Use .....	48
Extracurricular Activities .....	51
FIELD TRIPS.....	51
Parent Resources .....	52
Care Services .....	52
EARLY CARE.....	52
EXTENDED CARE .....	52
EXTENDED STUDY HALL.....	52
Reporting .....	53
COMMUNICABLE DISEASES .....	53
INSURANCE.....	53
General.....	55
LUNCH PROGRAM.....	55
PARENT CONNECTION TEAMS (PCT).....	55
SCHOLARSHIPS .....	55
VISITING CAMPUS .....	55
WEATHER RELATED CLOSINGS.....	56
WEB SITE.....	56
WEB-BASED PARENT PORTAL.....	56
Student Resources .....	57
GRIEVANCE PROCESS AND RESOLUTION OF CONFLICT .....	57
GUIDANCE SERVICES.....	58
I.D. CARDS.....	59
LOCKERS.....	59
LIBRARY/RESOURCE CENTER.....	59
LOST AND FOUND .....	60
STUDENT ORGANIZATIONS.....	60
STUDENT VEHICLES.....	61

YEARBOOK.....	62
Athletics .....	63
AUTHORITY .....	63
CHAIN OF COMMAND.....	63
ELIGIBILITY.....	63
INELIGIBILITY .....	64
EMERGENCIES/ INJURIES.....	64
PHYSICAL FORMS .....	64
BEHAVIOR AT ATHLETIC EVENTS .....	64
ATHLETIC BOOSTER CLUB.....	65
RULES for STUDENT ATHLETES.....	66
ATTENDANCE .....	66
DETENTION POLICY.....	66
DRESS .....	66
PRACTICE .....	67
TRANSPORTATION .....	67
CELL PHONES FOR ATHLETES.....	67

# Welcome

## WELCOME TO THE OCALA CHRISTIAN ACADEMY FAMILY

Ocala Christian Academy was founded 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 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)

Ocala Christian Academy

Faculty & Staff

## A MESSAGE FROM THE 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

Dr. J. Andrew Bloom	Pastor
Mr. Randy Osborne	Administrator
Mr. Joe Carpenter	High School Principal/ Assist to the Administrator
Mrs. Stephanie Cumbie	Middle School Principal/Guidance Counselor
Mrs. Sharon Loyd	Elementary Principal/Guidance Counselor
Mr. Chris Mruzek	Dean of Discipline
Mrs. Kay Mills	Office Administrator



# Who We Are

## 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 (I 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).
12. WE BELIEVE that the term 'marriage' has only one meaning: the uniting of one man and one woman (as designated at birth) in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe God intends sexual intimacy to occur only between a man and a woman who are married to each other (I Corinthians 6:18, 7:2-5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
13. WE BELIEVE that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complimentary genders reflect the image and nature of God. (Genesis 1:26-27)

## **AFFILIATION**

Ocala Christian Academy is sponsored by Central Baptist Church of Ocala, Florida, pastored by Dr. J. Andrew 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 Florida Association of Christian Colleges and Schools (F.A.C.C.S.). We are active members of this 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.) and the Florida Association of Christian Colleges and Schools.

## **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 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 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 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.

# What We Do

## EXPECTED STUDENT OUTCOMES

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.

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. In light of this goal, there are specific expectations for a student who attends OCA. An Ocala Christian Academy student should:

### **Spiritually**

- have a personal, saving relationship with Jesus Christ as Lord and Savior (Romans 10:9-10)
- have a desire to know and to do the will of God (Ps 40:7-8)
- have a biblical sense of right and wrong that affects their decision making (James 1:22, Joshua 1:8)
- have a respect for and reverence toward God and those God places in positions of authority (II Tim 1:7)
- be empowered by the Holy Spirit and manifest a life that pursues faith, goodness, knowledge, self-control, perseverance, godliness, kindness, and love (Galatians 5:22-23)
- possess a biblical worldview and are capable of articulating and defending it
- have an understanding of God as the Creator of all things and practice responsible stewardship of God’s creation (Genesis 1:1; John 1:1-3; Hebrews 6:18)
- be personally responsible to carry out the Great Commission locally and around the world (Matthew 28:19-20)
- be actively involved in a local, Bible-believing church.

### **Academically**

- strive for academic excellence, building fundamental concepts of problem-solving skills
- have an appreciation of our Christian and American heritage of freedom and human dignity which leads to good citizenship
- understand, value and engage in appropriate social (community) and civic (political) activity (Romans 12:1-2; 1 John 2:15-17; Romans 13:1-7)
- be committed to lifelong learning
- use technology to communicate and find, analyze and evaluate information in a God honoring manner

### **Socially**

- understand the worth of all persons as created in the image of God (Genesis 1:27); respect and relate appropriately, with integrity, to the people with whom they work, play, and live
- be prepared to practice the principles of healthy, moral family living according to biblical values (Ephesians 5, 6; 1 Tim. 5:8; 1 Corinthians 6:18, 7:2-5; Hebrews 13:4)
- be actively engaged in the church and their community, serving God and others
- be a good steward of their finances, time, and all other resources
- understand that hard work has dignity as an expression of the nature of God

### **Physically**

- Treat their bodies as temples of the Holy Spirit (1 Cor. 6:19-20) and use their God-given personal gifts and talents with responsibility. No gift or talent should be used in a way that will not bring glory and honor to our Lord and Savior Jesus Christ (Colossians 3:17, 23)

## **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. Ocala Christian Academy 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 right of setting and maintaining its own standards for student lifestyle, 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, Parent & Student Handbook, or other rules of conduct as defined by the Administration.

## **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 Parent & Student 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 or other approved assessment 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 be 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.
  - a. 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 6th - 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 resulting from disciplinary problems.

- No applicant who has been expelled from any school for any reason will be considered for enrollment until he has finished **one** complete school calendar year with a satisfactory conduct and academic record.
- An applicant who has been suspended from another school will be considered for enrollment when he has finished a complete school calendar year with a satisfactory conduct and academic record. He may be accepted on a probationary period.
- No applicant who 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 who 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.

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 able to use the bathroom independently before they will be accepted.

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

### **EXCEPTIONAL STUDENT PROGRAM (ESP)**

Ocala Christian Academy offers on a limited enrollment basis a program for students who have an Individual Education Plan (IEP) or have been diagnosed from a Florida licensed physician or psychologist with a particular education need. This program works conjunctively with FES-UA.



## **ANNUAL RE-ENROLLMENT**

In February, we will open re-enrollment to current students with an up-to-date tuition account. 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. Classrooms have limited enrollments and are filled according to registration dates. A place is not guaranteed until all enrollment requirements have been satisfactorily 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. No transcripts or current grades will be released until all payments and accounts are up to date. Parents are to notify the school office, if possible, one month prior to the date of withdrawal.

# Academic Information

## HOMWORK

Homework is an important part of each student's educational process. Our teachers do not give unnecessary homework, but homework 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. Assignments not completed will be recorded as "I" (Incomplete), "M" (Missing), or as a "0%" on our school portal, under the class grades.

- Elementary (grades K5-5)
  1. Teachers will issue homework and testing guidelines.
- Secondary (grades 6 – 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 midweek 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 and projects 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 50%.
    - b. An assignment two or more days late **may** receive a 0%.
    - c. Students will have one day to make up assignments for each excused absence day.
    - d. Homework can be made up after unexcused absences only with teacher approval to prevent point losses.
  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 6-8, promotion will be determined by the year average (calculated by averaging semesters 1 and 2).

## PROMOTION

(Does not apply to ESP (Exceptional Student Program) students.)

### Grades 1 - 5

A student will be promoted to the next grade if he passes all of his academic subjects (English, History, Math, Science, and 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 6 - 8

A student will be promoted to the next grade if he passes all of his academic subjects (English, History, Math, Science, and Bible). If a student fails History, Science, or Bible, he will be promoted on probation and may be moved back to the previous grade during the following school year. If a student fails English or Math, he must pass a summer class in that subject prior to enrolling for the next school year. If a student fails two or more academic subjects, he will not be promoted to the next grade level. (Please note that a place is not guaranteed for the next school year until enrollment requirements have been satisfactorily completed.)

### 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 GPA as a credit attempted and "0" credit earned until the class is repeated with a passing grade. It is expected that credits will be made up over the summer prior to the start of the next school year. (See High School Graduation Requirements for additional information.)

## HIGH SCHOOL CLASSIFICATION

### Credit Requirements:

9th Grade	Promotion from 8th grade
10th Grade	6 Credits
11th Grade	12 credits
12th 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 - GPA of 3.50 or higher

## GRADING SCALE

Numeric	Letter		
		79-77	C+
100-98	A+	76-73	C
97-93	A	72-70	C-
92-90	A-	69-67	D+
89-87	B+	66-63	D
86-83	B	62-60	D-
82-80	B-	59 & Below	F

WP = Withdrawn Passing

WF = Withdrawn Failing

IN = Incomplete

## HIGH SCHOOL GRADE POINTS (GPA):

Point	Letter	G.P.	Honors
100-98	A+	4 pt.	5 pt.
97-93	A	4 pt.	5 pt.
92-90	A-	4 pt.	5 pt.
89-87	B+	3 pt.	4 pt.
86-83	B	3 pt.	4 pt.
82-80	B-	3 pt.	4 pt.
79-77	C+	2 pt.	3 pt.
76-73	C	2 pt.	3 pt.
72-70	C-	2 pt.	3 pt.
69-67	D+	1 pt.	2 pt.
66-63	D	1 pt.	2 pt.
62-60	D-	1 pt.	2 pt.
59-0	F	0 pt.	0 pt.

## BASICS OF GRADING

Homework	30%
Quizzes	30%
Tests	40%

### Conduct

S - Satisfactory

N - Needs Improvement

I - Improving

U - Unsatisfactory

## REPORT CARDS/GRADE REPORTING

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 considered in grading.

Our entire school functions on nine-week grading periods with four such periods in the school year. Report cards are published to each individual account on our parent portal at the end of each period.

Grades are updated online as they are earned and parents are encouraged to monitor their child's grades via the school portal. Appointments with teachers should be scheduled through the various school offices if they have questions about the student's work or about grades received. 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 one (1) credit required for a general diploma at the time of graduation ceremonies will not be eligible for participation in those ceremonies. An online course credit is required in accordance with state legislation for high school 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 for each year at OCA
English	4 credits
Social Studies	3 credits
Science (Credits in Biology and Chemistry are required)	3 credits
Mathematics (Credits in Algebra I, Geometry and two additional of the following math courses: Algebra II, Advanced Math, Business Math, Consumer Math)	4 credits
Health Opportunities through Physical Education (HOPE)	1 credit
Fine Arts or Vocational Arts Elective	2 credits
Foreign Language	2 credits
Electives (more required if fewer than 4 Bible credits earned)	2 credits
Minimum Credits Required for Graduation	Total of 24 credits
Minimum GPA Required for Graduation	2.00

**Advanced Diploma: Recommended for college bound students and those seeking scholarships**

Bible	1 credit for each year at OCA
English	4 credits
Social Studies (World History, American History, Government/Economics)	3 credits
Science (Physical Science, Biology, Chemistry, Physics)	4 credits
Mathematics (Algebra I, Algebra II, Geometry, Advanced Math are required)	4 credits
Health Opportunities through Physical Education (HOPE)	1 credit
Fine Arts or Vocational Arts Elective	1 credits
Foreign Language	2 credits
Electives (more required if fewer than 4 Bible credits earned)	3 credits
Minimum Credits Required for Advanced Diploma	Total of 26 credits
Minimum GPA Required for Advanced Diploma	3.50
<p><b>Additional Requirements:</b></p> <p>All candidates for an Advanced Diploma must have an ACT or SAT College Test score on file with the Guidance Office prior to graduation.</p> <p>A minimum of 100 Community Service Hours or 25 hours per year of attendance at OCA. (Beginning with the Class of 2023.)</p> <p>At least one honors level class (if available) must be taken during each 9-12 grade year.</p>	

### **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. HOPE (Health Opportunities through Physical Education) is a required class. 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, online courses, etc. will be allowed in place of classes offered at OCA, except where there is a scheduling conflict of two required classes, or with specific administrative approval. 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.

6. At the time of this publication, Florida Bright Futures community requirements are as follows:

- Florida Academic Scholars: 100 hours of community service
- Florida Medallion Scholars: 75 hours of community service  
(These requirements are subject to change with each Florida legislative session).

In order to be eligible for any of the awards listed above, students must complete the required amount of service hours for the scholarship they are seeking. It is the student's responsibility to seek out community service opportunities. Students may print out Community Service Logs from the school website or they may pick them up from the College Advisor. Service Logs may be turned in after each service project or may be saved up until the deadline of the senior year. Students are strongly encouraged to keep copies for their records.

It is impossible to know if a student entering high school as a freshman will qualify for any Bright Future scholarship; therefore, it is strongly recommended that students begin fulfilling their service requirements upon entering ninth grade. To keep on pace it is recommended that students complete at least 25 community service hours each year they attend high school. Community service hours earned before the ninth grade are not eligible toward the Bright Futures requirements.



## **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. (1 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, and devotions - the Original King James Version of the Bible is required.

## **HONORS CLASSES**

Honors level courses are offered in some high school subjects. In order for students to be eligible to take an honors level course, a teacher recommendation and a cumulative GPA of 3.20 or higher in core subjects (English, Math, History, and Science) are required.

In order for a student to receive honors credit for a subject, he/she must have completed all honors assignments in addition to the regular class assignments.

Additionally, in order for a student to be permitted to be in an honors class for the 2nd semester, he/she must meet the following criteria:

- have been enrolled in the honors program for that subject for 1st semester
- have satisfactorily completed all honors assignment for 1st semester
- have at least a B average in that class for the 1st semester

Students who do not meet the above qualifications will not be permitted to be in honors for that subject for 2nd semester.

## **DUAL ENROLLMENT**

1. Dual enrollment courses are considered a privilege and are available by prior approval from administration.
2. Dual enrollment courses are available from the College of Central Florida (CF). Both high school elective and college credits are given for each course successfully completed.
3. High school course work for required classes must be taken from OCA while the student is enrolled at OCA. (Certain exceptions may be made with prior administrative approval.)
4. Dual enrollment courses cannot conflict with OCA scheduled classes and/or activities.
5. Students must obtain permission from the principal prior to registration at the college.

6. The college may require additional charges for these courses. Students must purchase college textbooks.
7. According to the College of Central Florida's policy, any student who fails a Dual Enrollment course will not be eligible to enroll at the college for the remainder of their high school career.

PLEASE NOTE: High school students may have difficulty in registering for CF classes for the second semester. OCA and CF 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.

### **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. 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 80 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.

# Attendance and Discipline

## ATTENDANCE

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, tardy or early dismissal, 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, middle school, 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, tardy, or early dismissal 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 absences
  - e. Administration-approved extraordinary conditions (which should be explained in writing). Please note: Oversleeping, failing to set an alarm clock, late driver, etc. are not excused absences or tardies.
3. Dismissal
  - a. Any student that leaves campus must be authorized by the parent or guardian.
    - i. If a student is being picked from another student's family, written permission from both parties would be required.
  - b. All students given permission to leave campus must sign out at their area office, or at dismissal.
4. Discipline for Unexcused Absences, Tardies, or Early Dismissal (Grades K5-12)
  - a. Two (2) points will be deducted from the final course grade average (quarter) for each absence due to suspension.
  - b. Two demerits will be issued for every unexcused tardy per class (6th - 12th grade).
  - c. If a 6th – 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.
  - d. A student is considered tardy in the morning if he is not in his seat at 8:00 AM. A tardy for the first hour (8:00 AM) 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.)

- e. 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. Texting and/or cell phone calls are not an acceptable way of reaching your child or for the student to reach a parent. All contact should be made through the school office.
  - f. Acceptable time of arrival of students on campus is **7:30 AM** (unless enrolled in Early Care). All students must report to the dining hall when arriving before **7:30 AM**. When students arrive after **7:30 AM**, 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 **3:30 PM** for all students. Students are to be picked up promptly at the end of the school day.
  - g. 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 PM will automatically be placed in the age appropriate Extended Care service. There will be a fee charged for these Extended Care services.
  - h. 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 fifth grade is based on a full day's attendance. Six through twelfth grade attendance is based on attendance to each individual class period).
5. In grades 6-12, attendance is calculated for each class period.
  6. 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.
  7. When your child is absent from school, you may check [myschoolworxportal.com](http://myschoolworxportal.com) for assignments and homework for the day.
  8. Attendance for posted exam times is mandatory. No make-up exam testing will be allowed once the final day of a semester is complete.
  9. All work (including quizzes and tests) missed because of a school-related absence (ballgame, field trip, competition, etc.) must be made up before the end of the following day unless arrangements have been made with the teacher.
  10. Anyone wishing to visit the school campus should make arrangements through the main school office.
  11. Students receiving financial assistance through scholarship programs have strict guidelines in regard to attendance. Parents should be aware of your allotted days.
  12. Students should not be picked up after 3:00pm. If a child has an appointment, the parents must send a note that morning and pick up the student before 3:00pm.
  13. Attendance is reported to the scholarship quarterly, and can result in a loss of scholarship. At the end of the year, scholarship checks attendance, tardies, and early dismissals and may result in a loss of scholarship.

## **SCHOOL HOURS**

Pre-Kindergarten – 12<sup>th</sup> Grade:

**8:00 AM – 3:30 PM**

Secondary Daily School Schedule

The secondary school schedule will be distributed at a later date.

# Student Behavior

## 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 necessary elements of education. Some forms of correction used at Ocala Christian Academy include demerits, 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.

## DEMERITS

Demerits are cumulative over the course of the school year. There are consequences for the accumulation of demerits:

### 10 – 49 demerits

Every 10 demerits	1/2 hour of detention; notice to parent(s).
At 35 demerits	Notice to parent(s), copy to Principal and student file, placed on one week extracurricular probation. Students on extracurricular probation may not participate in any extracurricular activities for the duration of the probation period (i.e. sports, field trips, class competitions).

### 50 – 74 demerits

Extra-curricular probation.	
Students on extracurricular probation may not participate in any extracurricular activities for the duration of the probation period (i.e. sports, field trips, class competitions).	
Every 10 demerits	1/2 hour of detention; notice to parent(s).
At 50 demerits	Placed on extracurricular probation for four weeks; One-day in school suspension, notice to parent(s), copy to Principal and student file, phone call or meeting with parent(s), and Principal.
At 75 demerits	Placed on extracurricular probation for seven weeks; minimum one day in school suspension, notice to

	parent(s), copy to Principal and student file, meeting with parent(s) and Principal. Students who reach or surpass 75 demerits may not be eligible to re-enroll for the upcoming school year and are subject to possible expulsion.
At 90 demerits	Placed on extracurricular probation for the remainder of the school year; suspension (length of suspension is at the administrator's discretion - may be in school or off campus); possible expulsion, notice to parent(s), copy to Principal and student file, meeting with parent(s) and Principal.
At 100 demerits	Expulsion; entered in student file. The parent & student may appeal the expulsion, if the appeal is granted; the student may finish the school year but may not be able to re-enroll for the next school year.

**Note:** Periods of probation will carry out to the full length of time required and may run consecutively if the student earns demerits equal to the next level of discipline. Example: a student with 50 demerits is serving four weeks of extracurricular probation and while on probation, earns 25 more demerits for a total of 75 demerits. He/she will finish serving the four weeks and then be assigned another seven weeks for a total of 11 consecutive weeks on extracurricular probation

### Calculation of Demerits

Demerits and Merits are submitted by staff and faculty and approved by the Discipline Office. When demerits or merits are received parents will receive a notification on *Schoolworx*. All students start at 0 at the beginning of the school year and can reach 100 merits or -100 demerits. A running total is kept and parents are notified of their child's standing.

### AFTER SCHOOL DETENTIONS

A half-hour Detention is to be served for every 10 Demerits earned. 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, additional demerits will be given. A detention that is missed due to absence must be served the next time detention is held. Detention is held on Tuesdays and Thursdays and lasts from 3:30 - 4:00 p.m.

## **EXTRACURRICULAR PROBATION**

Students on extracurricular probation may not participate in any extracurricular activities for the duration of the probation period (i.e. attending and participating in sporting events, Student/Staff competitions, and Spirit week activities).

35 demerits	one week extracurricular probation
50 demerits	two weeks of extracurricular probation
75 demerits	four weeks of extracurricular probation
90 demerits	placed on extracurricular probation indefinitely

\*Any student that attends an extracurricular activity while on probation will be sent home.

## **SUSPENSION**

In addition to the reasons listed above (Levels of Discipline for Accumulation of Demerits), a student can be suspended from OCA upon the recommendation of an administrator in the Elementary or Secondary School.

Ten percent of the grades earned will be deducted from all assignments on the day of the suspension. 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 may include, but are not limited to: immorality, smoking, use of alcohol, narcotics, etc. and may subject a student to immediate expulsion. The establishment of reasonable guilt of such involvement is sufficient for dismissal. The family is an important institution established by God. Married students are not permitted at OCA because OCA is for children only. 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.

## **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.

# Code of Conduct

## Personal Character

Each student is expected to act in a manner that reflects biblical values and to develop personal character traits that show maturity. Further, as a community of Christians, students should encourage and support others to live in a manner that pleases God. The following characteristics are representative of scriptural standards that should be emulated.

**Love for God’s Word**—There is no greater source for direction and encouragement than the Bible. OCA places God’s Word in the highest regard, and every student is urged to spend personal time in it regularly. (*Josh. 1:8; Ps. 19:10; Ps. 119:97, 119:127, 119:165; Col. 3:16*)

**Respect for God, other people, and property**—God deserves reverence and respect, and our lifestyle and worship should reflect the honor we owe Him. We are also commanded to show respect to those God has given to be in authority. Further, each person should be mindful about how he treats other people and their property. (*1 Pet. 2:17, Prov. 9:10, Eccl. 12:13, Rom. 13:7, Phil. 2:3, Rom. 12:16–18, Eph. 6:5–9*)

**Kindness and consideration for others**—Christians are to actively seek opportunities to show kindness to others. Common courtesy and politeness are qualities to be developed. PCC has historically been known as a friendly campus because its students promote these traits. Good sportsmanship is also expected in all athletic endeavors. (*Eph. 4:32, Matt. 7:12, Luke 6:31, Phil. 2:4, 1 Thess. 5:15*)

**Compassion and Christian love**—God’s great love for us is reflected when we act with genuine care and concern for others. The Bible teaches that this is the hallmark of a true disciple. (*Eph. 5:2, Luke 10:25–37, Jude 22, 1 John 4:7–8, John 13:34–35*)

**Honesty and integrity**—it is necessary that each student deal truthfully with others and maintain a reputation for choosing to do what is right. Without these traits, it is not possible to properly interact with other people or with God. (*Ps. 25:21, Ps. 15:1–2, Prov. 12:22, 2 Cor. 8:21, Phil. 4:8, Prov. 11:3, Rom. 12:17–21, 2 Cor. 4:2, Matt. 5:37*)

**Discipline and self-control**—Christians are to exercise control over their emotions and desires so that behavior is appropriate and right. This is accomplished as the Holy Spirit is allowed to guide every decision and direct each action. (*Gal 5:16–26, Rom. 6:12–13, 1 Cor. 9:24–27*)

**Modesty and purity**—Christian men and women are expected to maintain the highest moral standards as a reflection of God’s holiness and as a protection against the effects of sin. While much of today’s culture has abandoned these precepts, the biblical principles for behavior and dress are essential. (*Ps. 51:9–10, 1 Tim. 2:9, 1 Cor. 6:19–20, 1 Pet. 3:3–4, Ps. 24:3–5, 1 Tim. 4:12*)

**Diligence**—the ability to work hard is important for professional life and is a characteristic that the Bible encourages. Being available and willing to work with intelligent effort is necessary to further gospel endeavors and contribute as a citizen. (*Prov. 13:4, Deut. 6:17, Prov. 22:29, Col. 3:23*)

**Responsibility**—the Bible teaches that each person must give account for his actions; taking personal responsibility for one's life is the beginning of real stewardship. Making it one's duty to be reliable so that others can depend on him is a mark of true maturity. (*2 Cor. 5:10, 1 Cor. 4:2–4, Gal. 6:4–5*)

**Thankfulness**—beyond a polite gesture of gratitude, thankfulness displays a spirit of contentment along with the realization that God is the ultimate source of all good things and that He often uses people as the instruments of His blessing. (*1 Thess. 5:18; Eph. 5:20; Col. 2:7; Ps. 92:1, 118:29*)

**Etiquette and manners**—mature and educated individuals know how to speak and act in an expected way according to what is appropriate for the setting. school life provides opportunities to learn and practice these skills. (*1 Cor. 15:33, Col. 4:5–6, 1 Cor. 14:40*)

Students' enrollment at OCA attests to the fact that they agree to live within the framework of our school's community expectations as stated in the Parent/Student Handbook. Students are obligated to honorable adherence to these expectations while enrolled at OCA, at all times both on campus and off campus; adherence to these policies is mandatory.

# Prohibited Activities

Each student accepts the responsibility to actively uphold the Code of Conduct and to refrain from any action that would be detrimental to spiritual growth, the safety or well-being of others, or that would impair the ability of others to follow the Code of Conduct. (*1 Pet. 2:11, Rom. 14:13*) For this reason, students who participate in illegal or prohibited activities or who build a reputation for involvement in these activities will be subject to discipline including but not limited to demerits, referral, restitution, suspension, or dismissal.

**Use, possession, or association with alcohol, illicit drugs and/or narcotics, marijuana, tobacco and related products such as e-cigarettes and vaporizers; misuse or abuse of a legal drug, substance, or chemical**—as a protection against harmful effects and the controlling nature of these substances, Scripture teaches to avoid them. In addition, state and federal law prohibits the unlawful sale, use, or possession of drugs and alcohol. (*Prov. 23:31; Rom. 12:1; Prov. 20:1; 1 Cor. 6:19–20*)

**Pornography or sexual immorality**—The Bible indicates that all sexual activity outside of marriage is sin. Therefore, the following is considered to be sexually immoral: fornication, adultery, homosexual behavior, or any other sexual perversion. Also, any involvement in pornography or sexual communications, including verbal, written, or electronic, is prohibited. It is considered inappropriate to make light of or joke about involvement in any form of immorality. (*1 Cor. 6:9–10, 18–20; Matt. 5:28; Heb. 13:4; Rom. 1:26–27; Ps. 119:37; 1 John 2:16; Prov. 14:9*)

**Profanity or obscenity**—inappropriate language is not permitted whether it be verbal, written, or electronic. (*Eph. 4:29, Col. 3:8, James 5:12*)

**Homosexuality (LGBT)** — The Bible indicates that homosexuality is a sin that goes directly against God's natural design. Participation or association with the LGBT movement is not permitted or tolerated. (*Lev. 18:22; Rom. 1:26, 27; 1 Cor. 6:9–11*)

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

**Harassment, abuse, and discrimination**—the safety and well-being of students is of utmost importance. OCA does not tolerate **hazing**, physical or verbal abuse, coercion, stalking, intimidation, **harassment**, discrimination, or any other behavior that places the health and safety of other students in jeopardy. Additionally, **bullying** of any kind, **doxing**, and retaliation is unacceptable. Students must avoid the use of divisive or inflammatory comments, symbols, or actions of any kind, even in jest.

**Definitions:** Bullying occurs when a person or group is intimidated, frightened, excluded or hurt by a pattern of behaviors directed at them by others. Bullying may involve but is not limited to: teasing, social exclusion, threat, intimidation, stalking,

physical violence, theft, sexual, religious, or racial/ethnic harassment, public humiliation, repeated taunting, name calling, belittling, damaging or destruction of property, placing a student in reasonable fear of harm to his person or property, cyber-bullying, or cyber-stalking. Conduct that would not ordinarily be considered bullying may include but is not limited to: mere teasing, “talking trash,” trading insults, not liking someone, being excluded in a game (only six can play), accidentally bumping into someone, etc.

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that: places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property; has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits; or has the effect of substantially disrupting the orderly operation of a school. (*Col. 3:8, 4:6; Eph. 4:29–32*)

- Reporting procedures: As part of living in a sinful world, bullying can result when we don’t always relate to others as we should or when people try to exert power and influence over others. Ocala Christian Academy realizes that while bullying may occur, it is never acceptable. The school’s response to bullying is based on the pattern of relating to one another found in the Bible. God intended for us to live in a way that acknowledges differences and accepts others because we are all made in God’s image. OCA recognizes that not all behaviors should be considered bullying or willful violation of this policy. Behaviors will be assessed by the teacher, principal, and/or administrator and addressed according to the procedures below.
  1. School personnel must report all incidents of bullying to their supervisor whether they personally observe the incident or learn of it by some other means. There will be an immediate, thorough, and objective investigation of all complaints.
  2. Students and parents are encouraged to report any act of bullying or harassment to a principal.
  3. Such complaints may be made anonymously, in-person or in writing. However, formal disciplinary action may not be based solely on the basis of an anonymous report. Any written or oral report of an act of bullying or harassment shall be considered an official means of reporting and shall be documented.

**Stealing**—the Bible clearly teaches that stealing is wrong. Taking, possessing, or using someone else’s things without the owner’s consent is considered stealing. (*Rom. 13:8–10*)

**Witchcraft, séances, astrology, or any other satanic practices**—anything associated with these activities is in direct contradiction to biblical principles. (*Gal. 5:19–21*)

**Mysticism and Transcendental Meditation**—Christians enjoy a personal relationship with God and are exhorted to think about His Word. Rituals of Eastern Mysticism (such as yoga and transcendental meditation) deny these truths and should not be practiced by students. (*Psalm 1:2, Joshua 1:8*)

## Student Searches

School authorities are authorized to conduct reasonable searches of students or their property when “reasonable suspicion” (a suspicion based upon factors for which there is a valid reason to believe that a violation of school policy or the law is likely to have – more likely than not – occurred) and facts and reliable reports indicate that a particular student is or has been in possession or control of an item or a substance that represents a violation of school policy or school rules or of the law or that a substantial threat to school decorum and peace or safety exist. Student property shall include, but not be limited to, purses, book bags, pockets, clothing, bags and vehicles parked on or near the school campus. School authorities reserve the right to conduct random or directed sniff searches with animals of school property.

Lockers and other storage spaces are provided to students for their temporary use and convenience, but ownership and property interests is retained at all times by Ocala Christian Academy. These storage areas remain school-owned property and, as such, are subject to periodic inspections and search by school authorities, without notice.

With regard to possession of items that may constitute a violation of law, school policy, or rules, school authorities may wish in their discretion to summons or call the appropriate law enforcement agencies in the interest of preserving the integrity of the educational mission of the school and the safety of all on the premises.

# School Dress Standards

## Men's Guidelines

### Grooming

The purpose of this policy is to promote conservative styles and professional appearance. Hair must be neatly combed and tapered and may not come over the ears, eyebrows, or collar; sideburns may not extend beyond the bottom of the ear. Styled hair should not exceed 3 ½ from the scalp. Hair should be completely faded all the way around, to the top of the head.

Fads and extreme styles are not acceptable, including lines, Mohawks, mullets, extreme fades, and artwork shaven into hair. Any hairstyle (including high tops) should be neatly combed and managed. Avoid braids, buns/ponytails, patches, stubble, or unnatural hair colors.

### Clothing and Appearance

The expectations for student dress are designed to reflect the principles of modesty, distinction, and appropriateness. All students are expected to dress modestly, in conservative fashions, and with a level of propriety that encourages purity. It is considered immodest to wear clothing that is tight-fitting. Men and women should be distinctive in their appearance. For this reason, men are not to wear effeminate hair styles, bracelets, jewelry, apparel, or cosmetics such as makeup and nail polish.

Appropriateness in dress is related to the setting and activity. In this Christian Academy setting, care must be taken to avoid association with companies, lifestyles, and trends that oppose Christian values, including gothic dress styles, body piercings, and unnatural hair colors. Students are not permitted to get a tattoo (permanent or temporary) or body brand while enrolled at OCA and should keep existing tattoos or brands covered. Except for medical alert chains, necklaces should not be worn.

Shirts must be tucked in for Formal, Professional/Church, and Smart Casual dress. Pants that come to the top of the shoe are to be worn for all activities unless designated.



## Dress Categories

**Formal**—Traditional formalwear or best suit, with belt or suspenders, dress shoes, and dress socks are suitable for formal banquets or Church/Chapel services.

**Class**—Casual pants (no cargo style, denim, drawstrings, or athletic materials) with belt or suspenders, collared shirt OCA Shirt (tucked in; may not be worn as outerwear), athletic shoes, and socks are appropriate. Smart Casual is required for all classes and while on campus.

- Elementary men do not have to wear pants with belt loops for Smart Casual attire.

### P.E. (9<sup>th</sup> grade HOPE)

- Students are required to purchase and dress in the school's specified gym uniform (available from French toast), white socks, grey (loose fitting) sweatpants, 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.

**Casual**— Active attire that may be worn at sporting events or extracurricular activities

- Jeans, athletic pants, shorts (i.e. basketball/cargo styles rather than runner styles), T-shirts (may be untucked), ball caps, and athletic shoes/flip flops are permitted.
  - Students should not wear:
    - Crop-tops/ cut offs
    - Shorts that are above the knee
    - Pajamas

Clothing may not have writing or pictures that are offensive, divisive, inappropriate, suggestive, or contrary to **Biblical Principles** and the **Code of Conduct**. Any clothing related to contemporary music, derogatory statements, drugs, tobacco, alcohol, gambling, dancing, etc., may not be worn.

## Women's Guidelines

### Grooming

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 scrunchies clips may be worn in our young ladies' hair.

### Clothing and Appearance

The expectations for student dress are designed to reflect the principles of modesty, distinction, and appropriateness. All students are expected to dress modestly, in conservative fashions, and with a level of propriety that encourages purity. It is considered immodest to wear clothing that is revealing or tightfitting. Men and women should be distinctive in their appearance.

Sheer material alone is not considered adequate for coverage. Girls are encouraged to wear compression shorts under their skirts for modesty, especially during PE and recess.

In this Christian academy setting, care must be taken to avoid association with companies, lifestyles, and trends that oppose Christian values, including gothic dress/makeup styles, unnatural hair colors, and masculine hair styles (i.e. shaved/close cropped). Two piercings may be worn only in the earlobe but no ear cuffs, plugs/gauges, nose rings, or other body piercings (This would include temporary jewelry). Students are not permitted to get a tattoo (permanent or temporary) or body brand while enrolled at OCA and will be asked to keep existing tattoos or brands covered.

### Dress Categories

**Formal**—Traditional formalwear or best dress and dress shoes are suitable for formal banquets.

#### **Class**—

- Shirts: Students must wear the school polo.
- Undergarments: Standard undergarments must be worn.
- Shoes: can be athletic. However, crocs and flip flops may not be worn.
- Skirts: must come to the bottom of the knee. Shorts or culottes are not acceptable for class. Ladies are only permitted to wear school uniform skirts.
  - Ladies may not wear long pants under skirts, but may wear knees socks, leggings, or tights. Pajamas are not for school. Stockings/panty hose without holes are permitted. Girls must adhere to the standard skirt length and fit, even when wearing tights.

## **P.E. (9<sup>th</sup> grade HOPE)**

- Students are required to purchase and dress in the school's specified gym uniform (available from French toast), white socks, grey sweatpants, 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.

**Casual**— Active attire that may be worn at sporting events or extracurricular activities

- Jeans, athletic pants, shorts (i.e. basketball/cargo styles rather than runner styles), T-shirts (may be untucked), ball caps, and athletic shoes/flip flops are permitted.
  - Students should not wear:
    - Crop-tops/ cut offs
    - Shorts that are above the knee
    - Pajamas

Clothing may not have writing or pictures that are offensive, divisive, inappropriate, suggestive, or contrary to **Biblical Principles** and the **Code of Conduct**. Any clothing related to contemporary music, derogatory statements, drugs, tobacco, alcohol, gambling, dancing, etc., may not be worn.

- OCA reserves the right to determine what is appropriate for all school-related activities. If a dress code violation occurs, the student will receive demerits. 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 additional demerits, 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.

## 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 secondary 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 T-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 sweatshirts, camouflage jackets, flannel jackets, denim, or big coats may be worn in the classrooms).
7. OCA does not want to promote or be associated with “worldly” clothing; therefore, no writing or printed logos should be seen on any outerwear. 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 casual shoes or athletic-type shoes. Flip-flop or Croc style shoes are not permitted.
9. All backpacks, gym bags and lunch boxes must be free from worldly advertisements.
10. No backpacks allowed in classroom or cafeteria (except for early/extended care).
11. Students should not write or draw on themselves or their classmates.

# General Responsibilities

## Spiritual Growth

Chapel services and classes reflect the heart of OCA and show respect for God and His Word. In keeping with the reverent spirit, students should remember to bring their Bible and be attentive. Engaging in other activities that may draw attention from the service is not appropriate. Talking, sleeping, or studying is not appropriate. Food and beverages are not allowed in the Church Auditorium.

## Stewardship

To help preserve and maintain what the Lord has given OCA, students should follow these guidelines:

- Gum should not be chewed in academic buildings or auditoriums.
- Students should help by picking up trash and should not litter. Trash cans are available around campus.
- Students should stay off the grass except on the campus athletic fields.
- To protect furniture, students should not put their feet on tables or chairs.

Students are individually responsible for any damage to or loss of school property, whether the damage is intentional or accidental.

## Respectful Interaction

In the School environment, employees are authorized to give direction and enforce policies. Students are to treat those in positions of authority with proper respect and follow instructions willingly. This includes faculty and staff as well as students who are serving in an official capacity.

Reasonable directions given from authorized individuals should be observed, and prompt response to communication and scheduled appointments from personnel is expected. Disrespect, display of bad attitude, disobedience, dishonesty, and lying are not acceptable.

Out of respect, students address faculty and staff by their titles (Dr., Mr., Mrs., or Miss), and the use of first names is not appropriate.

## Disruptions

Classroom proceedings, meetings, and official school activities are to be free from distraction and disruption. Students are not permitted to participate in unauthorized petitions, demonstrations, protests, or riots of any kind. Disruption of any campus event is considered a serious offense.

### **Harmful Devices**

To protect public safety, the following is prohibited: knives, fireworks, explosives, firearms, or other weapons on the campus or off campus activities. **An individual that brings any prohibited item may be subject to legal prosecution.**

### **Campus Events**

For **sporting events**, students should exhibit a positive attitude as a player or spectator. Booing or reacting negatively to players or referees is not acceptable. Wearing bandanas is not permitted.

# Entertainment and Electronics

## Music

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 streaming or music devices will be allowed at any school function. (Philippians 4:8)

To maintain a social environment, headphones/earbuds may not be used.

## Cell Phones

We fully understand the necessity for students to have cell phones; however, cell phone usage during the school day is a distraction to the learning environment. Cell phones may be brought on campus but are to be reserved for after-school use in designated areas only.

- Phones **MUST** remain off during the school day, stored in the students’ lockers.
- Students shall not use the electronic device in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy of others.
- Students may not use devices to access and/or view internet websites that are otherwise blocked to students at school; nor shall they send, share, view, or possess pictures, text messages, emails, or other material depicting sexually explicit or offensive content in electronic form or any other form on a cell phone or electronic device while the student is on school grounds, at school sponsored events, or on school buses or vehicles provided by the school.

Students who are in possession of a cell phone/mobile device during the school day without approval will be up for **detentions or suspensions as determined by administration**, and the following disciplinary action will occur:

- First Offense: OCA will take possession of the device for 30 school days or the parent/guardian will pay a handling fee of \$25.
- Second Offense: OCA will take possession of the device for 60 school days or the parent/guardian will pay a handling fee of \$50.
- Third Offense: School will take possession of the device for 90 school days or the parent/guardian will pay a handling fee of \$75.
- Fourth Offense: School will take possession of the device for the remainder of the school year.
- The parent/guardian must pick up the device between the hours of 3:20 p.m. - 4:00 p.m.
- In the case of the device being confiscated for the remainder of the school year, the phone must be picked up within 30 days after the last day of school or the school will donate the device to charity.

### Exceptions:

1. Cell phones may be kept in vehicles that are in school parking lots or voluntarily turned in to the school office during the school day.
2. Cell phones may be used to call the parent/guardian after the school activity has ended (for example: sports activities, the coach should be notified if this is done.)

### **Computer and Internet Use**

OCA offers technology resources for students, teachers, and staff. The use of these resources is a privilege, not a right, and inappropriate use will result in disciplinary action. By signing the registration forms, parents are giving permission for their children to use instructional technology in the library, computer lab, and classroom. Technology resources are defined as any electronic tool, device, program, or system that aids the user and includes:

- All computer hardware and software
- Personal digital assistants, pocket PCs and cell phones
- Analog and digital networks (data, voice, audio and multimedia)
- Electronic (email) mail systems and communication technologies • Television, telecommunications, and facsimile technologies
- Servers, routers, hubs, switches and internet gateways
- Related and forthcoming systems and new technologies

Personally, owned devices are included in this policy when on OCA property or connected to OCA's infrastructure.

1. Technology resources are to be used only in support of education and research that has been assigned by a teacher and is consistent with OCA's goals and philosophy.
2. The following uses of OCA's technology resources are prohibited:
  - a. Maintaining individual e-mail or blog accounts at OCA.
  - b. Removal or installation of software on any computer.
  - c. Altering control panel settings or other software.
  - d. Engaging in "chat" functions other than as it relates to educational purposes, such as a class project that is supervised by a teacher or the librarian.
  - e. Accessing social media accounts.
  - f. Visiting or "Googling" web sites that contain any information that would be against OCA standards.
  - g. Plagiarizing someone else's work or using copyrighted materials and images without permission.
  - h. Accessing, downloading, uploading, or creating threatening, hostile, offensive, or obscene literature, pictures, videos or games of violence.
  - i. Posting material to the Internet unless it is part of a class assignment.



- j. Vandalizing, defined as any malicious attempt to harm or destroy hardware or software, including the uploading or creation of computer viruses.
  - k. Logging in using someone else's user name or password.
  - l. Invading other users' privileged areas or networks.
  - m. Using proxies or other means to bypass any network protection system.
  - n. Sending any personal information regarding a student's home address or phone number. Students should report to their teacher any person who asks for personal information.
  - o. Using the network in any way that would disrupt the use of the network by others.
  - p. Sending anonymous messages or pretending to be someone else when sending/receiving messages.
3. OCA has Internet filters to assist in safeguarding students from accessing inappropriate sites, however, no safeguard is foolproof. The user is responsible for not seeking or browsing inappropriate material and reporting any inappropriate sites that are accidentally accessed. Parents should discuss with their children how Christian values can be applied in the cyber world.
  4. Students will be held accountable for the nature and content of any postings to social networking internet sites such as Facebook, Snap Chat, etc., even if posted outside of school. Students will be required to remove inappropriate subject matter and may be subject to further disciplinary action.
  5. Administration has the right to read any information, documents and files that are created, sent, received, or stored on a school computer, including email messages.
  6. OCA does not guarantee the reliability of network and technology services provided or accuracy of information found on the Internet, nor will it be responsible for unauthorized financial obligations resulting from access to its technology resources.

Inappropriate use of technology resources may result in the loss of use or the immediate removal of a student from OCA. Any time an electronic device is confiscated from a student a demerit slip will be issued. The electronic device will only be returned to a parent. Users who do not follow these OCA policies will be subject to disciplinary action. In addition to disciplinary actions taken, a financial penalty may be imposed for damages inflicted on any computer equipment. If further violations of the electronic device policy occur, denial of continued privilege may result.

Many OCA policies on technology are also prohibited by law. These include, but are not limited to; accessing, downloading or uploading inappropriate pictures or content; any statements that could be considered bullying or threats against others. These may be criminal offenses and punishable by law.

## **Reading Material**

OCA offers resources for students, teachers, and staff for reading material through school curriculum as well as the resource center. No student should bring reading materials that are not already offered in the school library.

# Extracurricular Activities

In the attempt to “train up a child” in every area, we offer students a number of extracurricular activities including sports, field trips, on campus events, banquets, etc.

School policies and procedures apply at all school led events.

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. Parents are completely responsible for the transportation to and from the campus. All students participating in these activities must travel together in a school approved vehicle.

## **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.

# Parent Resources

## Care Services

### EARLY CARE

Early Care is provided only for registered Ocala Christian Academy students. Early arrival care is available from 7:00 – 7:30 AM for an extra monthly fee. Until **7:50 AM**, 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. All students (Pre-K through 5th) not picked up by **3:50 PM** 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 **3:50 PM**. The school should be notified if the student is to ride home with someone other than those listed on the registration forms in writing.

Please call before 3:00 PM 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 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. All students not picked up by **3:50 PM** will automatically be placed in After Care.

Please call before 3:00 PM for any messages to be delivered to After Care staff regarding your child.

# Reporting

## 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; COVID; 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.ickettsia; 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.

## 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.

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. 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 High School/Middle School 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 High School/Middle School office.

# General

## LUNCH PROGRAM

Lunches will be available to all students at a nominal cost. Advanced menus are posted on bulletin boards throughout the campus and in the school's newsletter. 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. No food is to be ordered or delivered to the school or brought in by students who have been dismissed early. Only parents or guardians are allowed to bring lunches from off campus to their children.

## PARENT CONNECTION TEAMS (PCT)

Comprised of Volunteer parents who desire to serve the staff, students and their families in a way that glorifies Christ. PCT is a parent-led fellowship that supports OCA. Membership is automatic, and consists of all teachers, school staff, parents, and guardians, family members who wish to promote the goals and mission of OCA and to encourage fellowship and connectedness for all families of OCA.

PCT's objectives are:

- To strengthen the unity among parents/students/staff.
- To encourage and support educational activities.
- To provide an opportunity for the parents to serve in the ministry of the school through leadership, participation, prayer and encouragement of one another.
- To further the purpose of educating students with the transforming truth of Christ through Christian education.
- To further develop the educational resources and enhancements of the school that yearly tuition does not cover.

## SCHOLARSHIPS

OCA is qualified to receive FTC, FES-EO, FES-UA, FES and AAA Scholarship funding from the state of Florida. These independent agencies operate these scholarship opportunities and should be contacted directly for more information. All maintain websites.

## VISITING CAMPUS

All parents and visitors to the OCA campus must report to the school office to sign in and obtain a visitor's badge before going anywhere on campus. This policy is in place to protect all of the children and to prevent strangers from wandering around this campus. Fences and security cameras are used on campus for the safety of the students.

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 closely monitors 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.) may 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 and will monitor the situation closely.

## **WEB SITE**

OCA maintains a web site at [www.ocacrusaders.org](http://www.ocacrusaders.org). The website includes information such as general information about the school, calendar of school events, faculty directory, academics, athletics, alumni, and school forms.

## **WEB-BASED PARENT PORTAL**

It is the parent's responsibility to be engaged in our parent portal. Specific information about individual student performance can also be accessed by parents via the school portal. Parents will be issued a password which will allow access to a secure site on which is listed their individual students' grades, weekly assignments, attendance, and disciplinary record. Parents may also message the student's teachers through this portal.

Students in grades 6 through 12 are encouraged to obtain an individual student account to check on homework assignments and have access to information relative to their classes. Any information that has been communicated through schoolworx must be contested within 2 weeks.

The elementary, middle, and high school offices will be able to assist students and parents in obtaining a password and accessing the account.



# Student Resources

## GRIEVANCE PROCESS AND RESOLUTION OF CONFLICT

Ocala Christian Academy seeks to resolve every conflict or violation which may arise between individuals in a Christian manner. (Matthew 18:15-20; 1 Corinthians 6:18; and Galatians 6:1)

The resolution of any conflict initially is to be resolved at the lowest level possible with only the people who are directly involved in the conflict. Scripture requires that we deal with conflict as an individual and not as a group of like-minded individuals. Christians are required to speak only to the individual with whom they have the conflict and to no other person. To involve anyone else is gossip and counter-productive.

The process is as follows:

2. The individual who has the conflict is to go directly to the person with whom they have the conflict, in a spirit of truth and humility, and seek to resolve it.
3. If both parties agree that the concern is unresolved, then share the matter with the appropriate school principal. Meet together, parent, teacher, and appropriate school administrator, in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and also willing to submit to reproof and correction, if needed. An open and honest discussion and submission to godly principles will most likely result in an amiable solution.
4. If the conflict still has not been resolved, the individual may request a meeting with the Administrator. The decision of the Administrator is final.
5. Please keep in mind that the School Board has delegated to the Administrator the authority to operate the school on a day to day basis. The School Board does not involve itself in operational matters or conflicts, and parents are not to contact the School Board as a whole, or as individual members related to operational issues. The School Board can only speak to school policy and compliance thereof. If a parent feels that a policy has been violated they must first
  - be able to verify that they have followed the process for resolution and met with all parties, including the Administrator, to work towards resolution, and
  - Submit a letter to the School Board Chair that openly copies the Administrator and cites what policy has been violated.

In addressing concerns, we adhere to the following steps taken from the pamphlet entitled, The Matthew 18 Principle for Solving School Problems by Dr. Paul A. Kienel:

- I. Keep the matter confidential. (Proverbs 11:9) Share only with those directly involved and respect confidentiality. Do not involve other parents or Ocala Christian Academy staff. Do not gossip. Recognize that student privacy is an ethical and legal

concern and the details of behavioral, academic, and financial situations regarding students should be kept confidential and not be discussed with anyone other than the parents and staff directly involved.

2. Keep the circle small. Person-to-person problems are usually solved at the two person level. Be straightforward and lovingly forthright. (Proverbs 27:6) Anger is a work of the flesh and should not be present during the meeting.
3. Be forgiving. (Galatians 6:1) Once the matter is resolved, wholeheartedly forgive and restore the person who has offended you. Close your meeting in prayer.

## **GUIDANCE SERVICES**

Ocala Christian Academy is blessed with special guidance personnel to assist in special emotional, psychological, educational, and spiritual needs of our students. Each teacher, administrator, homeroom teacher, or Christian employee also has a "front-line" ministry opportunity as well as responsibility. The guidance program gives counsel in academic, social, and spiritual areas, as well as career counseling in the high school.

Often members of the administration will request a guidance counselor to meet with students. Parents may request such meetings as well. Students may also request to see a guidance counselor on his own. Guidance Counselors do have permission to remove students from classes within certain guidelines to meet with the students.

## **REFERRALS**

Since the personnel in our guidance office are not expected to do psychological or crisis counseling, great care will be taken to act ethically and proactively in order to prevent personal, emotional, or legal complications. With this in mind, the following guidelines will serve as our policy:

1. Any counseling of any kind that is outside the bounds of our job description for the guidance counselor may only be undertaken with the agreement of the administrator.
2. Certain kinds of situations are required to be reported immediately (that day).
  - a. Expressions of depression and or suicide
  - b. Reports of drug or alcohol abuse
  - c. Reports of sexual abuse
  - d. Reports of physical abuse
  - e. Expressions of panic or deep anxiety
  - f. Reports of compulsive behavior (e.g. habitual stealing)
  - g. Reporting of a pregnancy
  - h. Reporting of use of pornography
  - i. Reporting of eating disorders
  - j. Reporting of problems of uncontrollable anger
  - k. Sexual activity

3. Any of the above situations may be referred to professional counseling. All situations involving potential for personal or emotional harm to the student or others must be referred. The administrator will consult with other professionals (e.g. legal, insurance, etc.) as necessary to assess potential risk.

### GUIDANCE COUNSELOR – SCHOOL GUIDANCE OFFICE

A student or parent desiring to meet with the counselor can do so by setting up an appointment. A special appointment can be made by notifying the counselor in person or by leaving a note in the guidance office, with the school receptionist, or with the high school secretary

The Guidance Office is responsible for College, Career and Vocational Counseling. Our guidance counselor will assist students in becoming acquainted with vocational areas, various colleges, and financial aid. A program of meeting one or more times per year will be conducted with all students. We will attempt to help answer student questions regarding selection of colleges or possible vocations, as well as to assist students in areas of personal growth.

#### **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/Resource Center and for the OCA school lunch program. Students in the 4th -12th grades are required to show their Student I.D. card for entrance to the school buildings.

#### **LOCKERS**

Lockers are assigned to students in grades 6-12. 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. If a key lock is utilized, a spare key must be kept 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.

#### **LIBRARY/RESOURCE CENTER**

The school Library/Resource Center will be open during specified times for classes throughout the school day. Students should conduct themselves quietly at all times in the Center. Computers will be available for student use on a first come, first served basis. Teachers may request special times to use the Resource Center as a class or in small groups to work on projects.

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 6-12 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 in Lost and Found will be cleaned out at the end of every month. Be sure your child enquires 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.

## **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 AM and is open to all students in grades 6-12.
- HOSA-Future Health Professionals:
  - HOSA is a student organization and instructional program for students who are interested in preparing for a career in health care.
- 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 (NHS):
  - 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 Junior Honor Society (NJHS):
  - Students in grades 6-8 who have excelled academically. Students must maintain a "B" average, and be involved in community service.
- National Elementary Honor Society (NEHS):

- Students in grades 4-5 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 are elected from 5th grade with representatives elected from 4th grade.
- Student Council:
  - Students in grades 6-12 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.
- Yearbook Club:
  - Students in grades 9-12 who are interested in assisting with the publication of the school yearbook may seek membership. The club meets after school on selected days. Members may take photographs at sporting events and school functions, plan page layouts, and write copy for the annual.

Various other clubs may be offered throughout the school year as sponsorship and student interest permits.

## 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. After dismissal, students should leave the parking lot promptly. 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.

## **YEARBOOK**

Students (K5 - 12th) will receive a yearbook which is included in the book fees. K3 & K4 students/families may purchase a yearbook during in the fall. Order forms will be sent home.

# Athletics

## **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 head coach is responsible for team actions and reactions.

## **CHAIN OF COMMAND**

In the event of any problems or concerns, all students and parents should go to the head coach of your specific sport first, followed by the Athletic Director, the assistant to the Administrator, and lastly the Administrator. Failure to follow the proper chain of command may result in the denial of your request.

## **ELIGIBILITY**

To be eligible for competition during any grading period subsequent to the first, all students must have no F's on the quarter grades of their report cards.

All high school athletes must maintain a 2.25 unweighted GPA following the first semester of their freshman year. If the athlete's GPA falls below a 2.25 when quarterly grades are reported, the athlete is placed on Athletic Probation. Athletic Probation requires the athlete to attend 4 hours of tutoring/study hall time per week for one month following the end of the grading period. This will be based on each student's progress report.

### Athletic Probation

- Probation is one month long
- The athlete may still participate in athletics.
- If the athlete fails to bring up his GPA after the one month, the athlete must sit out until the end of the current grading period.
- Once the above criteria have been met, he/she will be eligible to participate in the **next scheduled sport.**

## **INELIGIBILITY**

Students on extracurricular probation (Please see extracurricular activities) may not participate in any athletic practices or games for the duration of the probation period.

35 demerits	one week extracurricular probation
50 demerits	two weeks of extracurricular probation
75 demerits	four weeks of extracurricular probation
90 demerits	placed on extracurricular probation indefinitely

## **EMERGENCIES/ INJURIES**

Any accident or injury must be reported to the coach. The coach will then submit the report in writing to the school office.

## **PHYSICAL 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/tryouts in any sport. A physical is valid for one year from the date signed by the physician. Parental consent and private insurance is also required.

## **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 spectators. 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!



Only food purchased at the Concession Stand is allowed on the campus during athletic events.

Any individual not dressed appropriately may be asked to leave the campus. Please help us to avoid an embarrassing situation by informing your guests of this policy.

Smoking and alcoholic beverages are not allowed on the OCA campus. To protect public safety, the following is prohibited: knives, fireworks, explosives, firearms, or other weapons on the campus or off campus activities. An individual that brings any prohibited item may be subject to legal prosecution.

### **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 athletic office.

# RULES for STUDENT 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. If the athlete arrives later than first hour with a note from a doctor, then the athlete may be allowed to attend practice or a game. No other notes will be accepted. Exceptions must be cleared through the Athletic Director

## DETENTION POLICY

The actions indicated below will be taken for any athlete who receives detention 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/middle 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

## DRESS

Practice Attire:

- Shorts must extend to at least the bottom of the kneecap
- Sweatpants
- T-shirts
- Ball caps (if part of uniform)
- Athletic shoes
- No pajama pants are to be worn.

All clothes must hang loose in a relaxed fit so as not to cling or conform to the body at any time. This includes sitting, standing, and during participation in an athletic event.

Game Uniform:

- Shorts must extend to at least the bottom of the kneecap
- Sports pants
- Shirts
- Ball caps (if part of uniform)

- Athletic shoes

All clothes must hang loose in a relaxed fit so as not to cling or conform to the body at any time. This includes sitting, standing, and during participation in an athletic event.

#### Game Day Attire:

- School dress code attire unless the athletic uniform is being worn (sandals are not permitted).
- Student athletes must change out of game uniforms and change into school uniform when leaving and before being a spectator at athletic events at the discretion of the head coach and the Athletic Director.

Practice and game uniforms are to be cleaned by designated school service (except for football). Students should not normally take their uniforms home.

### **PRACTICE**

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 and a half (2 ½) hours for any sport, excluding shower time. (i.e. Traditional practice time is 3:30-5:30, Monday through Friday with the exception of Wednesday). Students must immediately leave campus after practice and will not be able to attend extended school day services.

### **TRANSPORTATION**

No food, drink, candy, gum, magazines, streaming/listening devices, games, or headphones 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.

### **CELL PHONES FOR ATHLETES**

Cell phones are requested to be brought with you on your trips but are not permitted to be used unless designated by the head coach or Athletic Director. Cell phones should not be used in the gym unless permitted by a coach, staff member, or the Athletic Director. This includes practices, before or after games, and in the locker room.

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:

- K3-12th grade program.
- 50+ staff members
- A fully accredited institution (FACCS)

OCA accepts the Florida FTC, the FES-EO, FES-UA, and AAA Scholarships. If qualified, Step-up may cover over 95% of the tuition costs!

For more information or for a school tour, please contact our office. (352) 694-4178