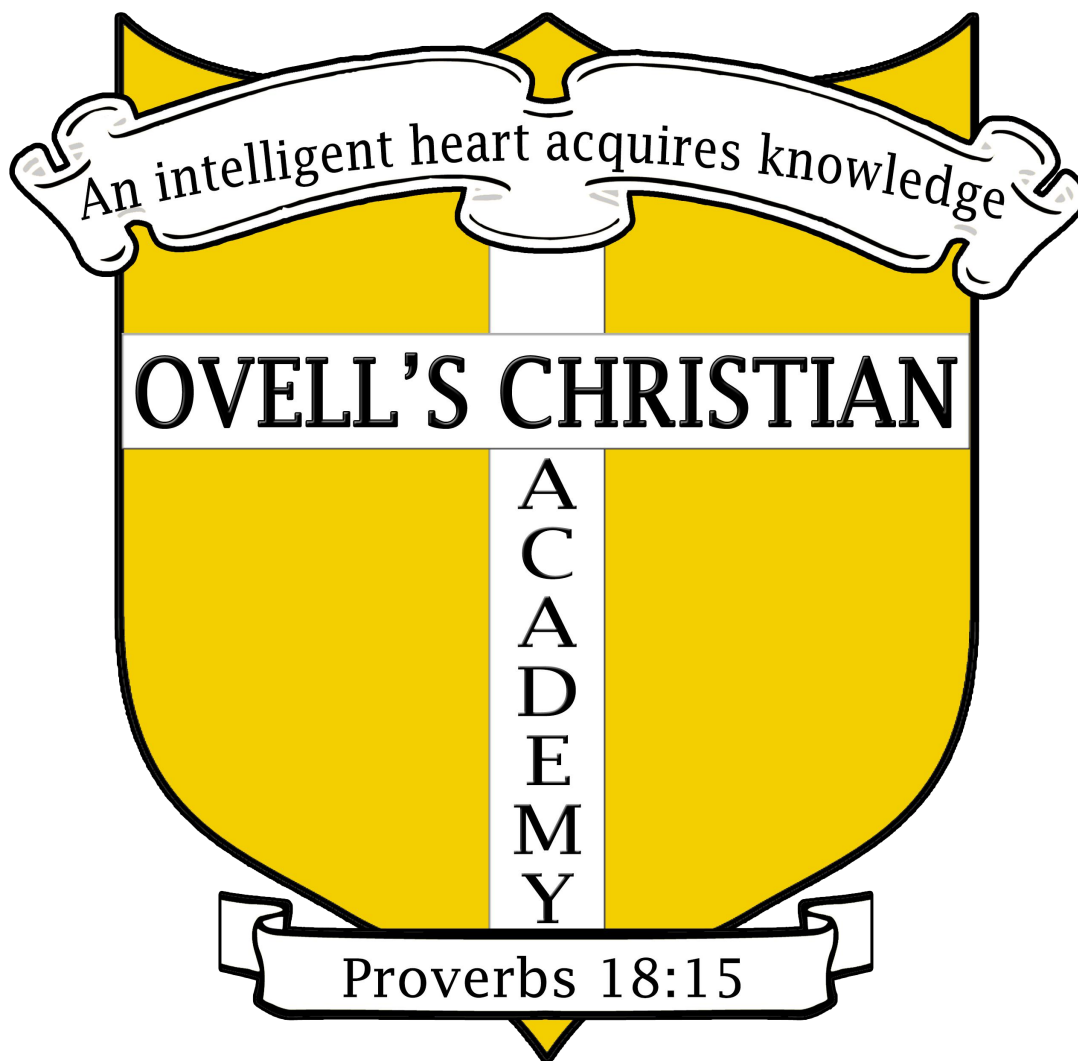


Ovell's Christian Academy

An intelligent heart acquires knowledge, and the ear of the wise seeks knowledge. Proverbs 18:15

2019-2020



Parent/Student Handbook ¹

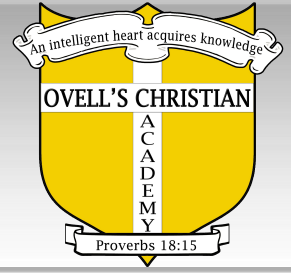
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THIS SCHOOL YEAR'S VISION



Dear Parents,

We would like to thank each one of our families for placing your child(ren) under our leadership for their educational and spiritual advancements once again. Going into our fourth year as an established private school, we are looking forward to pushing our students to greater heights both academically and spiritually with the guidance of the Holy Spirit. Beginning this year, we would like to establish a visionary statement so that we are clear of our purpose and goals for this school year. The students will recite this vision each day and it will be a staples at our school and community events.

School Vision:

We declare that we are a school of believers and followers of Jesus Christ. We are a school of unity. We will strive to challenge ourselves spiritually, academically, emotionally, and physically through the Word of God by seeking knowledge, exercising our minds and bodies, and praying daily. We will not conform to the world, but spread the love of Jesus Christ through our attitudes, our thoughtfulness, and community services.

Sincerely,


Shaunda Crumity
Owner/Head of School


Shayla Falbert
Co-Owner/Principal

Events	Dates
Teacher Work Days	Mon. Aug. 5 - Fri. Aug. 9, 2019
Student Orientation Day	Thursday, August 8, 2019
FIRST DAY OF SCHOOL FOR STUDENTS	Monday, August 12, 2019
HOLIDAY (Labor Day) - NO SCHOOL	Monday, September 2, 2019
Early Release Day	Wednesday, September 11, 2019
Interim Report (1 st Quarter)	Friday, September 13, 2019
Staff Development Day - NO SCHOOL FOR STUDENTS	Monday, September 16, 2019
End of First 9-Week Grading Period	Friday, October 11, 2019
Teacher Work Day - NO SCHOOL FOR STUDENTS	Monday, October 14, 2019
Grades Due	Tuesday, October 15, 2019
Distribute Report Cards (1 st 9 Weeks)	Friday, October 25, 2019
Early Release Day	Wednesday, November 6, 2019
HOLIDAY (Veterans Day) - NO SCHOOL	Monday, November 11, 2019
Interim Report (2 nd Quarter)	Friday, November 15, 2019
Thanksgiving Break	Mon. - Fri., November 25-29, 2019
END OF FIRST SEMESTER/Last Day of Second Grading Period	Friday, December 20, 2019
Last School Day Before Winter Break	Friday, December 20, 2019
Early Release Day	Wednesday, October 23, 2019
Return after Winter Break	Monday, January 6, 2020
Grades Due	Thursday, January 9, 2020
Early Release Day	Wednesday, January 15, 2020
Distribute Report Cards (2 nd 9 weeks)	Friday, January 17, 2020
HOLIDAY (Dr. Martin Luther King, Jr. Day)	Monday, January 20, 2020
Early Release Day	Wednesday, February 5, 2020
Interim Report (3 rd Quarter)	Thursday, February 13, 2020
Staff Development Day - NO SCHOOL	Friday, February 14, 2020
HOLIDAY (Presidents' Day) - NO SCHOOL	Monday, February 17, 2020
Early Release Day	Wednesday, March 11, 2020
End of Third 10-Week Grading Period	Friday, March 13, 2020
Grades Due	Tuesday, March 17, 2020
SPRING BREAK	Monday-Friday, March 23-27, 2020
Distribute Report Cards (3 rd 9 Weeks)	Monday, March 30, 2020
HOLIDAY (Good Friday) - NO SCHOOL	Friday, April 10, 2020
Early Release Day	Wednesday, April 22, 2020
Interim Report (4 th Quarter)	Friday, May 1, 2020
Standardized Testing Week	Tues. May 12 - Thurs. May 14, 2020
OCA Spirit Week	Mon. - Fri. May 18-22, 2020
HOLIDAY (Memorial Day) - NO SCHOOL	Monday, May 25, 2020
LAST DAY FOR STUDENTS - Early Release Day	Thursday, May 28, 2020
Teacher Work Day	Friday, May 29, 2020

**Dates are subject to change. All field trips, EOY Celebration, and other school events will be announced on the website.*

GENERAL SCHOOL INFORMATION

OUR MISSION

The mission of Ovell's Christian Academy is to nurture our students academically, socially, physically, and spiritually with the guidance of the Holy Bible and Jesus Christ.

OUR PURPOSE

We strive to achieve academic, social, and spiritual excellence. Our purpose is to build character in our students by providing them with an excellent and challenging academic education with the teachings of Jesus Christ.

CONTACT

Ovell's Christian Academy, Inc.
105 Avenue G SE
Winter Haven, FL 33880
Office Phone: 863-294-4647

Principal: Mrs. Shayla Talbert
Founder: Ms. Shaunda Crumity

ONLINE

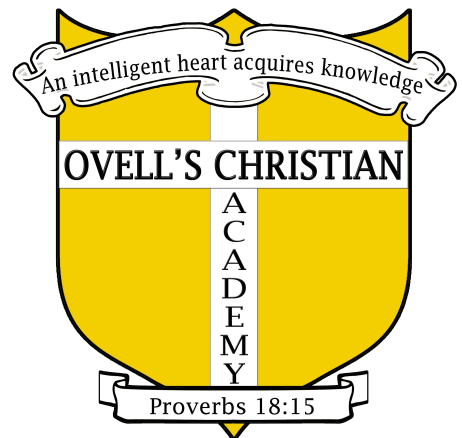
OVELLSCHRISTIAN@GMAIL.COM
WWW.OVELLSCHRISTIANACADEMY.COM
FACEBOOK: OVELL'S CHRISTIAN ACADEMY

OTHER HELPFUL TOOLS

OVELLSCHRISTIAN.QUICKSCHOOLS.COM
QUICKSCHOOLS IS AN ONLINE TOOL THAT WE USE TO TRACK ATTENDANCE AND GRADES, ETC.
PARENTS HAVE FULL ACCESS TO ALL STUDENT INFORMATION AND COMMUNICATION WITH TEACHERS

WWW.FRENCHTOAST.COM

FRENCHTOAST IS THE ONLY COMPANY THAT WE USE FOR STUDENT UNIFORMS



ADMISSIONS

Thank you for your interest and belief in Ovell’s Christian Academy. We are more than excited that you share our desire to provide a quality, Christian education for our children. It is our purpose to nurture our students academically, socially, physically, and spiritually with the guidance of the Holy Bible and Jesus Christ. The information contained in this handbook will cover, in general, the rules, regulations, and doctrinal beliefs of Ovell’s Christian Academy. Please read the information carefully before filling out the application. If you have a question, please discuss it with the administration before registering your child.

Children who are enrolling in our Kindergarten program must turn five on or before September 30th. Any student entering K-5 must have had a physical dated within one year (if first time in a FL school). Parents must also provide the school with the child(ren)’s Immunization record (Immunization 680 Form).

<u>Step 1</u>	Read the Ovell’s Christian Academy Parent/Student Handbook.
<u>Step 2</u>	Complete the current year’s student application available on our website. Please make sure that every section of the application is complete. You will be emailed with status updates of your application.
<u>Step 3</u>	Once your application has been approved. You will be given a registration packet. The following documents MUST accompany your completed registration packet: <ul style="list-style-type: none"> • All required medical forms as stated above (physical and immunizations) and the Medical Authorization form, <i>notarized</i>. • A copy of the child’s official state issued birth certificate • \$50.00 Application Fee • A copy of the student’s grade card from the past year if entering grades 1-5 <i>Attach the requested documents to your registration packet and turn it into the school office.</i> Be sure that every section of the registration packet has been completed. Incomplete applications will be returned as unprocessed.
<u>Step 4</u>	The non-refundable registration fees and the registration form are due upon the applicant’s acceptance. Students are not officially enrolled or will have their reservations held until the registration form and the registration fee have been received.
<u>Step 5</u>	If you are a private paying family, tuition payments are due by the first of each month and are considered delinquent after the conclusion of school on the fifth of each month. If your tuition payment is late, there will be a \$25.00 late fee applied to your account on the 6 th and an additional \$5.00 each day thereafter. Ovell’s Christian Academy will send out a monthly statement. PAYMENTS MADE AFTER THE 15TH OF THE MONTH MUST BE PAID IN CASH OR A MONEY ORDER.

STUDENTS TRANSFERRING

Students that are transferring from another school must first complete an application. Once the application has been approved, a copy of their last physical and immunizations forms along with the registration packet must be turned into the school. If your child is receiving a scholarship, please follow the guidelines as outlined by the scholarship organization on how to transfer your child into our school.

WITHDRAWAL/TRANSFER PROCEDURES

If, for any reason a parent finds it necessary to withdraw their child during the school year, the parent responsible for the account must send a written statement to the school office stating the reason for the withdrawal. Students being withdrawn should be prompt with withdrawal information. If the student is not attending classes at OCA, zeroes will be recorded until an official withdrawal notice is received. If the student attends any part of a given month, full tuition must be paid for that month. A transcript of grades or medical forms will not be forwarded to another school until accounts are paid in full and all checks have cleared the bank. Official transcripts will only be transmitted from principal to principal.

If your child receives the Step Up for Students Scholarship:

How can I transfer my child to another school?

In order to transfer schools, you must first make arrangements with your child's current school to sign any remaining scholarship checks owed to them after your departure. Also, you must have paid any outstanding balances due to the school. Failure to do so will impact your continued scholarship funding. The school will need to submit an Exit Confirmation Form so that we can release your scholarship. You will then need to provide a copy of your child's Award Letter to the new school so that they can submit a School Commitment Form for your child. If a student is expelled three times, the student will not be able to transfer and the student will lose the scholarship with no option to renew.

Source:

<https://www.stepupforstudents.org/income-based-scholarship/for-parents-guardians/frequently-asked-questions>

RE-ENROLLMENT FOR CURRENT STUDENTS

Re-enrollment for current OCA students usually opens at the end of February (dates will be announced at the school). Re-enrollment is not automatic. Although current students do not complete an application, it is required that the parent complete the Registration Form. Current families are afforded the opportunity to enroll their children for a week or so prior to opening the enrollment to the public. It is recommended that you take advantage of this opportunity since OCA classes have a limited number of spaces available. The school cannot be responsible for parents who put off re-enrollment and then find that there is not an available space for their child. The school reserves the right to not offer re-enrollment to students who have had consistent academic or conduct issues, or to families who have not supported Ovell's Christian Academy in its purpose, philosophy, or lack of cooperation with the faculty or administration. Parents must not assume that any student will be automatically re-enrolled. Ovell's Christian Academy is under no obligation whatsoever to re-enroll any student from year to year.

FINANCIAL INFORMATION

Ovell's Christian Academy endeavors to keep reasonable tuition rates for the benefit of those who are interested in Christian education. This school does accept the Florida Tax Credit Scholarship, including all its individual sectors, Gardner Scholarship (PLSA), and the McKay Scholarship.

FEES

New Student Application Fee (Non-refundable and non-transferable): \$100.00

Returning Student Re-enrollment Fee (Non-refundable and non-transferable): \$50.00

Book & Materials Fee: \$400.00

Uniform Fee (optional): \$300.00

Testing Fee: \$100.00

Late Pick-up Fee: Students must be picked up no later than 3:15 P.M. A fee of \$5.00 for the first minute and \$1 after every minute past 3:15 P.M. will be added to your school account. All late fees must be settled within 10 school days or the school has the right to withhold student records.

TUITION

Tuition fees are to be paid in ten monthly installments. The first month's tuition, due on or before August 1, is Non-refundable. The final payment is due on or before May 1. No financial adjustments are made for days absent or for school vacations. When students enroll during the school year, one payment in advance along with the current month's payment is due prior to the student attending school.

Kindergarten - Grades 7

Annual Tuition: \$6,900.00

10 Payments (August – May): \$620.00 each month

Payments should be made by cash, check, or money order and mailed or delivered directly to the school office. Ovell's Christian Academy will send out monthly statements for private paying families, but WILL NOT accept post-dated checks. If you are a private paying family, tuition payments are due by the first of each month and are considered delinquent after the conclusion of school on the fifth of each month. If your tuition payment is late, there will be a \$25.00 late fee applied to your account on the 6th and an additional \$5.00 each day thereafter. Ovell's Christian Academy will send out a monthly statement. PAYMENTS MADE AFTER THE 15TH OF THE MONTH MUST BE PAID IN CASH OR A MONEY ORDER.

Please do not send payments by students or irresponsible parties. We will not be responsible for any payments lost before they are given to the principal/head of school. There will be a \$30.00 charge for each check returned due to insufficient funds. There will be no exceptions. Returned checks must be rectified by cash or money order only, within five days, and all late penalties are applicable. In the event your account is thirty (30) days past due, report cards and/or all school records will be held until the account is up to date. By signing the registration form, you are authorizing the school to withhold report cards and other records until tuition and other fees have been paid and your account is up to date. If past due accounts continue more than thirty (30) days, you could be asked to withdraw your student.

CONTRACTS FOR CORPORATE SCHOLARSHIPS

Parents of students who receive corporate scholarships including Step Up For Students must follow the requirements for signing a contract for the full school year and are accountable to the school rules regarding cancellation of contract. The parents are responsible for any fees or tuition not paid by the scholarship. Parents must respond in a timely manner when contacted to sign scholarship tuition check vouchers, which are made out to the parent.

FAMILY DISCOUNTS

Private paying families who enroll more than one child will receive the family discount. The discount applies to the children in the immediate family only. The oldest child will be enrolled at the established rate. The second child will receive a \$100.00 reduction off the annual tuition. The third child, and any additional children in the immediate family, will each receive a \$200.00 reduction off the annual tuition.

REFERRAL DISCOUNTS

Ovell's Christian Academy offers a referral discount to families of current students. Our best form of advertising in the community is that of our own families. Many of you come in contact every day with others who want and need an excellent Christian education for their children. If you are influential in directing another family to enroll at OCA, we would like to reward you. A referral discount program will be announced at the start of each school year.

ATTENDANCE

Florida Law (Section 1003.21, Florida Statutes) states that all children who are either six years of age, who will be six years old by February 1 of any school year, or who are older than six years of age but who have not attained the age of 16 years, must attend school regularly during the entire school term. A student who attains the age of 16 years during the school year is not subject to compulsory attendance beyond the date of which the student attains that age if he/she files a formal declaration of intent to terminate school enrollment with the school district.

School hours are 8:00 A.M. until 3:00 P.M. daily. We will not receive students until 7:30 AM. Students should not be escorted to their classrooms. A student must be in their classroom or homeroom, prepared, and ready to begin class at 8:30 A.M., or they are considered tardy.

Students are not to remain at school after 3:15 P.M. unless they have prior written permission and have discussed it with administration. Parents who transport students to and from school must notify the office immediately if they are not able to pick up the student by 3:15 P.M. Late pick-up fees are applied for students not picked up by 3:15P.M. (see Financial Information). Regular school attendance is absolutely essential to the progress of a student and is of utmost importance if the student is to do his best. Regular attendance is necessary to keep up with the daily work and to conform to state statutes. Parents are asked to avoid making appointments during critical class periods and help to reduce the number of unnecessary absences or tardies.

If a student is absent from school for more than twenty days, his/her promotion could be in jeopardy. Ovell's Christian Academy reserves the right to retain a student in the same grade due to excessive absences. When a student is absent from school for any reason, the student must bring a written excuse to school. The written excuse MUST include the date(s) of the absence, the SPECIFIC reason for the absence, and the signature of the parent. An unexcused absence will be issued for failure to provide necessary information. A doctor's statement is required for EACH absence after ten absences unless the parents have discussed unusual circumstances with the principal.

If a student has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period, the student will be placed on an attendance agreement and will still face the possibility of not being promoted.

In the event that the student does not strictly follow the attendance agreement, the family will meet with the Principal to discuss other education alternatives.

SCHOOL ABSENCE

An absence, which is initiated by the school and given prior approval by the administration, is not reflected on the report card. These include school-scheduled field trips, activities, and school sporting events where the participant is involved. Students are responsible for all class work missed in these situations, and work must be turned in under the direction of their teacher following the guideline of one day for each day absent.

TRUANCY

Any absence without the knowledge and consent of parents or guardians and school officials is considered truancy. This includes leaving school before the end of the day without permission and staying out of any part or all of a scheduled class without permission. Students will be issued a zero for assignments or quizzes missed because of truancy. Parents will be notified of any truancy. Students must be enrolled in classes for all periods of the school day unless administrative approval is granted.

EXCUSED ABSENCES

Excused absences are only given for the following reasons:

1. Illness
2. Death in immediate family
3. Medical appointments
4. Court Appearances

If your child has a fever, cold, upset stomach, or any undue physical distress, please keep him/her home. This is as much for your child's protection as it is for the protection of the other children in the classroom. Please be reminded that the consensus among physicians is that a child should be fever-free without medication for twenty-four hours before returning to school. Working parents, please check your child before you go to work. Your child is your responsibility when he/she is not feeling well, and not the responsibility of the school. If a student should become ill at school, the parents will be notified. Consequently, it is imperative that parents supply each application with an up-to-date emergency number in case the parents cannot be reached when needed. For the safety and well-being of your child, please notify the school office of any changes in phone numbers, job changes, family situations, or other pertinent information.

PLANNED ABSENCES

If a student will be absent from school due to a planned family activity, educational trip, or vacation, a Planned Absence Form signed by a parent must be given to the school office at least 5 school days prior to the student leaving. Planned absences may be excused with the Principal's advance knowledge and approval as long as a student is in good academic standing (80% and above in all course work). A student may be permitted to complete and submit the missed coursework, in advance of his/her absence or after he/she returns with permission from his/her teacher, for full credit and without penalty.

MAKE UP WORK

Students will have one day for each day absent to make up work, provided the absence is excused. A plan for making up work for an extended period of absence should be worked out with each teacher. If he/she misses only the day of an announced test or quiz, he/she will be required to take the test or quiz when he/she returns to school. If a student is going to be absent the day that a major assignment is due, the assignment must be submitted to the teacher by 7:45 a.m.

TARDINESS

Tardiness to class is disruptive to classroom procedure and must be avoided. All students who arrive after the start of school must report to the school office and be signed in by an adult before being permitted to class. Three unexcused tardies to class will result in one day of unexcused absence. Excessive tardiness will be handled with the same seriousness as excessive absences.

EARLY DISMISSAL

If a student is not checked out by 2:15 PM, you must wait until dismissal. No check-outs will be permitted prior to 2:15 PM. Early dismissals are considered unexcused except for the reasons already stated under "Excused Absences." Parents wishing to have students dismissed for any portion of the school day must sign the student out at the school, along with stating the reason and time of the dismissal. The principal will determine whether an early dismissal is excused or unexcused. Excessive early dismissals will not be tolerated.

HEALTH INFORMATION

PRESCRIPTION MEDICATION

If a doctor has prescribed medication to be given to your child during the day, please send complete, written instructions to the office, along with the properly labeled medication. Be sure to give the specific name of the medication and the strength (mg.) along with the time the medication is to be given and any special instructions. Include the student's name and grade. All medications are to be left in the school office. The student will report to the office at the appropriate time to take his medication. Medication **MUST** be in PREMEASURED, SINGLE-DOSE quantities. Send only one day's supply at a time. Special exceptions will be given to drops and ointments. Under no circumstances is a student permitted to give medication to another student. No school personnel are authorized to give prescription or non-prescription medication to any student, except in accordance with a parents' or guardians' specific, written directions. No student should have aspirins, tranquilizers, cold pills, etc., in his/her possession during school, unless arrangements have been made with the Principal.

INHALER USE

In compliance with Florida Law, asthmatic students whose parent and physician provide their approval to the school principal may carry a metered dose inhaler on their person while in school. The school principal shall be provided a copy of the parent's and physician's approval.

The following requirements must be met prior to a student being allowed to carry his/her inhaler:

1. The parent has not requested that school personnel administer the student's asthma medication; and
2. The school receives annual written authorization from the student's parent for the student to self administer, and
3. The inhaler is properly labeled for that student; and
4. The school nurse or other appropriate party assesses the student's knowledge and skills to safely possess and use his/her inhaler in a school setting and enters a plan to implement safe possession and use of the inhaler into the student's school health record.

EPINEPHRINE USE AND SUPPLY

According to Florida Law, a student who has experienced or is at risk for life-threatening allergic reactions may carry an epinephrine auto-injector and self-administer epinephrine by auto-injector while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities if the school has been provided with parental and physician authorization. The State Board of Education, in cooperation with the Department of Health, shall adopt rules for such use of epinephrine auto-injectors that shall include provisions to protect the safety of all students from the misuse or abuse of auto-injectors. A school district, county health department, public-private partner, and their employees and volunteers shall be indemnified by the parent of a student authorized to carry an epinephrine auto-injector for any and all liability with respect to the student's use of an epinephrine auto-injector pursuant to this paragraph.

Ovell's Christian Academy and its employees and agents, including the physician who provides the standing protocol for school epinephrine auto-injectors, are not liable for any injury arising from the use of an epinephrine auto-injector administered by trained school personnel who follow the adopted protocol and whose professional opinion is that the student is having an anaphylactic reaction:

- a. Unless the trained school personnel's action is willful and wanton;
- b. Notwithstanding that the parents or guardians of the student to whom the epinephrine is administered have not been provided notice or have not signed a statement acknowledging that the school district is not liable; and
- c. Regardless of whether authorization has been given by the student's parents or guardians or by the student's physician, physician's assistant, or advanced registered nurse practitioner.

HEAD LICE

Despite professional opinion, Ovell's Christian Academy has a **Nit-Free Policy** in order to minimize head lice infestations as a public health problem and to keep children in school lice and nit free. If your child is sent home with head lice or visible nits, the student must be completely nit-free before returning to school. The second occurrence of head lice and every occurrence thereafter will require a doctor's note in order for the child to be readmitted to school. If you do not want to provide a doctor's note, simply do not send your child to school with lice or nits. If a school administrator or staff member detects lice or nits in your child's hair then you must provide a doctor's note if it is after the first occurrence. **There are absolutely no exceptions to this policy. Readmission is at the discretion of the Principal only.**

INJURIES

In the event of scraped knees, bruises, slivers, or scratches, the office staff or teacher will administer first Aid and send home an Incident Report. The school does not administer any topical or oral medication unless written permission is granted by the parent on the emergency form filed in the main office. In the event of a medical emergency, the school will contact the parents, and will take the child to a hospital emergency service if necessary, as indicated on the emergency information card.

COMMUNICABLE DISEASE POLICY

Ovell's Christian Academy desires to maintain a healthy school environment by instituting controls designed to prevent or minimize 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 directly or indirectly from infected persons or animals to other persons. Any student with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during periods of recognizable communicability. Students 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, Ovell's Christian Academy may require an independent physician's examination of the student to verify the diagnosis of the disease. The administration of Ovell's Christian Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of such diseases within the school. These policies apply to the following; however, the list is not necessarily comprehensive.

✓ Acquired Immune Deficiency Syndrome (AIDS)	✓ Giardiasis (acute)	✓ Malaria	✓ Schistosomiasis
✓ AIDS Related Complex(ARC)	✓ Gonorrhea	✓ Measles (rubeola)	✓ Shigellosis
✓ Amebiasis	✓ Granuloma	✓ Meningitis	✓ Smallpox Syphilis
✓ Anthrax	✓ Inquinale	✓ Meningococcal Disease	✓ Tetanus
✓ Bite of Potentially Rabid Animal	✓ Hansens's Disease (Leprosy)	✓ Mumps	✓ Toxoplasmosis (acute)
✓ Botulism	✓ Head Lice	✓ Plague	✓ Tuberculosis
✓ Brucellosis	✓ Hemorrhagic Fevers	✓ Poliomyelitis	✓ Tularemia
✓ Campylobacteriosis	✓ Hepatitis	✓ Rabies	✓ Typhoid Fever
✓ Chancroid	✓ Histoplasmosis	✓ Relapsing Fever	✓ Typhus
✓ Chicken Pox	✓ Human Immunodeficiency Virus (HIV)	✓ Rocky Mountain Spotted Fever (R. Rickettsia)	✓ Vibrio
✓ Dengue	✓ Legionnaire's Disease	✓ Rubella, including congenital	✓ Cholera
✓ Diphtheria	✓ Leptospirosis	✓ Salmonellosis	✓ Vibrio Infections Yellow
✓ Ebola	✓ Lymphogranuloma	✓ Scarlet Fever	
✓ Encephalitis	✓ Venerecum		

ACADEMIC STUDIES

Ovell's Christian Academy's curriculum is based on Common Core State Standards and biblical principals. The curriculum at Ovell's Christian Academy is well rounded and suitable for students who are average or above, and who are capable of working in a structured classroom situation on grade level. Being distinctly different and Christian, each school day includes prayer, Bible study, and sometimes scripture memorization. However, the integration of Bible into our curriculum does not make us a Christian school. Ovell's Christian Academy teaches Christian principles and character, and maintains certain dress codes and disciplines that arise from Biblical convictions.

A broad-based curriculum lays a foundation which includes a verbal, written, and literary approach. Skills, strategies, and concepts are taught in a structured manner and viewed as tools for learning, not as ends in themselves. Students are taught to think and not just to "parrot" answers. A developmental philosophy forms the basis for implementing the skills, concepts, strategies, and content. All areas of the arts, manipulatives, and active involvement in learning are utilized.

BIBLE

Ovell's Christian Academy is an independent, Christian school teaching that Christianity is truth and the Bible is the only inspired, infallible, and authoritative word of God. OCA does not take a position on specific denominational distinctive.

We believe:

- One true and living God who exists eternally in three coequal persons: Father, Son, and Holy Spirit.
- The deity of our Lord Jesus Christ, His virgin birth, His substitutionary death on the cross, His resurrection, His ascension, and personal return in power and glory.
- The deity of the Holy Spirit and that He indwells all who receive Jesus Christ as personal Savior and Lord.
- Mankind was created by a direct act of God in His image and likeness.
- Salvation is a gift of God only received through personal faith in Jesus Christ.

Examples of denominational distinctives are:

- mode of baptism
- Communion or the Lord's Supper: how served and frequency
- form and style of worship service
- demonstration of gifts in the individual believer and in corporate worship
- time of the second coming of the Lord Jesus Christ

GRADING SCALE

Students receive report cards every 9 weeks;
progress reports at 3 and 6 weeks.

O = Outstanding;

S = Satisfactory;

N = Needs Improvement;

U = Unsatisfactory

Academic Grading Scale:

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 0 – 59

PROMOTION:

Promotion to the next grade will be dependent upon the student's grades and achievement test scores. Students who are unable to maintain a "C" average in each core subject (English, history, science, math) and whose test scores indicate areas of deficiencies may be retained. The administration reserves the right to review each student's progress annually to determine eligibility for promotion and re-enrollment at Ovell's Christian Academy.

HOMEWORK

Homework is given to strengthen the child's ability to work independently. Homework should also be a quiet opportunity to review what was presented in the morning lesson. It is ideal for each child to have a quiet space consistently available to do homework at the same time each day, afternoon or evening. The more this is established, the easier it will be for your child to successfully manage the work in the higher grades. Your support in helping to ensure that homework arrives at school in a timely manner will be beneficial until children have established their own routines and responsibilities. If a student is absent the day an assignment is given, he or she should, upon their return, approach the class teacher for missed notes and assignments. If a student is having difficulty completing assignments on time, he or she must speak with the teacher and ask for assistance. Teachers expect students, not their parents, to take primary responsibility for speaking with teachers around matters of homework, extensions, etc.

TEXTBOOKS

Textbooks are the property of Ovell's Christian Academy and will be issued to students at the beginning of each school year by subject area. When a textbook is issued to a student, the registration is recorded by the teacher and the condition of the textbook at issuance is noted. Students are responsible for the care and condition of the textbooks that are issued to them throughout the year and must follow these guidelines:

- Textbooks are never to be tossed or placed on the sidewalk at any time.
- Textbooks are not permitted to be taken home.
- Textbooks are never to be marked in, written in or defaced in any way with pen, pencil or any other material or object.
- Students will pay for damaged or lost textbooks. Please note that if a student returns a book that is damaged, the following charges will be applied.
 - If the book is significantly damaged or damaged to a point where it cannot or should not be reissued next year (broken binding, pages missing, etc.), the full price of the book will be charged.
 - If the book is damaged, but the damage is minimal (torn pages, partially broken binding, damaged cover, etc.), half of the price of the book will be charged. The administration will hold a student's report card at the end of the year until all books are returned or charges are assessed.

AWARDS

"Whatever your hand finds to do, do it with all your might." Ecclesiastes 9:10

OCA acknowledges those students who work hard and exhibit Christian character. We do this by acknowledging students who excel academically and spiritually. Some examples of recognition awards given are per course awards for diligence and academic achievement, the perfect attendance award, honor rolls, as well as character awards.

CHARACTER AWARD

The Living Bible award is given to students who faithfully and consistently live their faith out loud on a daily basis, showing that they are not ashamed of Christ modeling Romans 1:16 which proclaims: *"For I am not ashamed of the Gospel, because it is the power of God that brings salvation to everyone who believes..."* The light of Christ consistently shines in their lives through their actions, attitudes and character.

THE PERFECT ATTENDANCE AWARD

The award is given to students with no absence, excused/unexcused, for any day or period throughout the entire school year.

HONOR ROLL

Any student with only As or Bs for an entire semester are awarded either A/B Honor Roll or All A Honor Roll.

PRINCIPAL'S AWARD

The award is given to students that consistently displays academic and social excellence. The staff nominates students to be considered and the Principal makes the ultimate decision on who is awarded the Principal's Award at the end of the school year.

DRESS CODE/APPEARANCE

At Ovell's Christian Academy we will follow the following general scriptural guidelines for dress:
Romans 12:1-2 and I John 2:15-16.

Student compliance with the school's dress code is an essential component for maintaining an environment that pleases the Lord and encourages learning for every student. The following policies have been established to maintain a mode of dress for students who attend Ovell's Christian Academy. Unless otherwise notified, students will adhere to the above dress code for all school related events and activities. If a dress code sticker is placed in your student's agenda, immediate attention should be given to the stated problem that can be found on your child's Quickschool account. The student will be removed from class when it is deemed necessary by the teacher and/or the principal. If a student is consistently out of compliance with the school's dress code, additional disciplinary actions will take place.

<u>Girls Attire:</u>	<u>Boys Attire:</u>
<ul style="list-style-type: none"> ✓ Yellow Blouses ✓ Green Plaid Skirts ✓ Green Plaid Skorts ✓ Green Plaid Jumpers ✓ Green Plaid Cross Tie ✓ Navy Trouser Socks ✓ Black Mary Jane Shoes ✓ Girls may wear plain (gold/silver stud earrings (no larger than a dime)) 	<ul style="list-style-type: none"> ✓ Yellow Dress Shirt ✓ Navy Pants ✓ Green Plaid Tie ✓ Navy Trouser Socks ✓ Black belts with plain silver buckles ✓ Black Dress Shoes ✓ No jewelry can be worn, at all
<p>Outerwear: All sweaters/jackets MUST BE ordered from French Toast with our school's logo. No other sweaters will be permitted.</p>	



Other appearances: Student must be well groomed at all times. Clothes must be free of tears, visible stains, etc. It is up to the discretion of the Principal/Administration to approve or disapprove of the dress code of a student.

Hair: Hair and hair extensions' color must be the student's natural color. Hair and hair extensions may not be dyed or colored in any way. This includes highlights. The only hair accessories that are permitted will be bows, ribbons, etc. and they cannot not be larger than 3 inches. All other hair accessories and embellishments are prohibited. Headbands must be solid colors, no patterns. Mohawks, "faux"hawks (center strip of hair intentionally disproportionate to length of sides) extreme spiked hair, edging, or designs cut into hair are considered a distraction and, therefore, are not permitted. Any violations of the above mentioned policies will be considered dress code violations.

Mandatory School Items: Each student must bring their agenda and book bag to school each day. Failure to bring these items will result in a violation, recorded through our dress code policy.

Please be mindful that we are often taking photographs/video of our students for our yearbook and social media websites. The appearance of our student reflect back on our school and your families. We always want to ensure that we put our best foot forward and allow the way we look on the outside reflect our love for God on the inside. Therefore, it is imperative that we take pride in our student's appearance on a daily basis.

All school uniforms must be purchased through the company, Frenchtoast. There cannot be any alterations or changes made to the school's uniforms. **Bookbags must be plain black without any logos or name brands.**

FrenchToast.com Customer Service
3045 Scarlett Street Brunswick, GA 31520
1-800-373-6248

School Source Code: QS5SRSG

DRESS CODE VIOLATIONS:

Dress Code Violations will be divided up into 2 Tiers.

Dress Code Violations:	Number of Demerits (per day of violations)
Missing Tie	1
Non-OCA Approved Pants/Shirt	3
No Socks and/or Non-OCA Approved Socks	2
Non-OCA Approved Shoes	3
Non-OCA Approved Hairstyles	2
Other Violations:	Number of Demerits (per day of violations)
Missing Bookbag	2
Missing Agenda	2

1-2 Demerits	<ul style="list-style-type: none">✓ The teacher will place a violation sticker in the student's agenda✓ The violation will be recorded on the student's account in Quickschools.
3-5 Demerits	<ul style="list-style-type: none">✓ The teacher will place a violation sticker in the student's agenda✓ The violation will be recorded on the student's account in Quickschools.✓ The parent will receive an email from administration regarding the dress code violation.
6-9 Demerits	<ul style="list-style-type: none">✓ The teacher will place a violation sticker in the student's agenda✓ The violation will be recorded on the student's account in Quickschools.✓ The parent will receive a phone call from administration regarding the violation.
10+ Demerits	<ul style="list-style-type: none">✓ The teacher will place a violation sticker in the student's agenda✓ The violation will be recorded on the student's account in Quickschools.✓ The student will be suspended for a total of 1 school day. If the student returns without the violation corrected, a conference will be scheduled with parents, and a suspension will follow.

*All demerits will be calculated on a weekly basis. Demerits will be reset each semester. Once a student receives 7 or more demerits per semester, suspensions will follow per demerit.

STUDENT BEHAVIOR/DISCIPLINE

The school seeks to provide a positive and safe environment conducive to the teaching/learning process. Christian love requires us to protect and seek God's best for others. When self-discipline breaks down, peer discipline becomes important. The purpose of discipline is for growth (Hebrews 12:11). It can also serve as a deterrent for others. Each student needs to realize his/her behavior affects not only himself but also many others. Disciplinary action for persistent or serious infractions can include, but is not limited to, loss of privileges, suspension, or expulsion.

The process of discipline at Ovell's Christian Academy follows a definite pattern and is primarily in the hands of the classroom teacher; however, the administration maintains the final responsibility for all disciplinary decisions. Guidelines are imposed to encourage proper habits, enabling the student to become self-disciplined. Clear and concise guidelines will be presented to the student by the faculty and administration. Students violating major school rules inside or outside of school or at school activities will be subject to disciplinary action.

Teachers will establish classroom procedures and school policies with students at the beginning of the school year. A student who does not comply with school or class rules or the teacher's verbal instructions will be subject to disciplinary action as deemed appropriate by the individual teacher. We believe parents bear the primary responsibility for teaching their children right behavior and attitudes, and we will depend heavily on parents to help if there is a behavior problem. The parent, teacher, and the student must cooperate in order to have a successful outcome. They must each be aware of attitudes that may tear down respect for another, or attitudes that will hinder confidence in another. Communication will be the answer to most problems if the communication comes in the early stages of the problem.

CODE OF CONDUCT

Attendance at Ovell's Christian Academy is a privilege, not a right, and each student is expected to behave in an orderly and respectful manner, maintaining Christian standards in courtesy, language, morality and honesty. Students are expected to abide by the following rules, policies, procedures, guidelines and standards at all times. Please review these carefully with your student.

Code of Conduct Expectations include, but are not limited to:

- Students are expected to be prompt and demonstrate courteous obedience to all school personnel, staff members and campus guests.
- Students are expected to remain out of any unauthorized areas unless accompanied by a teacher or with special permission. Students are not allowed in a classroom without a teacher present or express permission.
- Students are expected to arrive to each class on time and come prepared with books, assignments, pencils, pens, and any other material that may be necessary for the daily class work.
- Students are expected to listen attentively to teachers at all times as well as other students when appropriate.
- Students are expected to respect the property of others. Students are not to deface, damage, or remove any school property or the personal property of another person. Parents will assume full financial liability for any and all damages (including textbooks) incurred at school or at school sponsored functions and activities as a result of their child's actions.
- Students are expected to assume personal responsibility for doing their part to keep the campus looking neat and clean. This means that students are expected to keep personal property out of the parking lot and playground, to place their trash in the appropriate receptacles, and to keep their desks and work areas.
- Students are expected to behave and conduct themselves in a manner that is reflective of Christ, showing respect and courtesy to fellow students at all times. Students are never permitted to violate another person's character either verbally or physically, either overtly or surreptitiously.

- Students are expected to maintain appropriate self-control in their classroom conduct. Passing notes, tossing or playing with irrelevant objects or other activities which are disruptive in nature are not allowed in the classroom.
- Students are expected to use the restrooms for their intended purpose only. Restrooms may not be used for loitering, eating, or as a group hang-out or any non-sanctioned activities.
- Students are expected to not chew gum on campus at any time.
- Students are expected to dress appropriately and follow the modesty guidelines; showing a demonstrative willingness and cooperative spirit in adhering to the OCA dress code policy at all times while on campus. This also encompasses field trips, awards assemblies, sports programs and any other special OCA sponsored off-campus functions.
- Students are expected to not sell products or solicit sponsors for any fund raising activities while on campus unless approval has been obtained from the principal in advance.
- Students are expected to refrain from any public displays of affection while on campus or at any school-sponsored function or activity.
- Students are expected to commit to the Honor Code. Students are expected to commit to honor and integrity by never allowing theft, cheating, gossip, or other wrong behavior to occur, first in their own lives, and secondly, by those persons around them. Students are exhorted to follow the precepts of Matthew 18 in all interpersonal areas, humbly submit to God and voluntarily seek counsel from others in leadership if they experience personal problems.

MAJOR INFRACTIONS OF THE CODE OF CONDUCT

Although not all-inclusive, the following may result in suspension or immediate expulsion from the school:

Abusive or Profane Language and Disrespect

Using abusive or profane language, showing disrespect to teachers and classmates, insolence, verbal abuse and disruptive classroom behavior will not be tolerated and will result in disciplinary action. This includes threatening, intimidating language or causing bodily harm to any person or property, as well as interference with the rights of others.

Bullying/Harassment

Ovell's Christian Academy does not and will not tolerate any type of harassment. The harassment includes (but is not limited to) slurs, jokes, threats, displays of bigotry, and other verbal, graphic, or offensive physical conduct relating to age, size, appearance, intellect, race, religion, color, sex, sexual orientation, national origin, citizenship, disability, etc. This type of offensive conduct can create a hostile school environment. Additionally, OCA is dedicated to fostering an environment which promotes kindness and embraces differences among individuals. Therefore, bullying, teasing, taunting, ridiculing, or threatening conduct among students will not be permitted. All students have a responsibility for keeping the school environment free from harassment and bullying. Students must report incidents to their teacher. When a school administrator becomes aware that bullying or harassment may exist, he/she will promptly investigate the situation. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school. No adverse action will be taken against any person for making a fair report of alleged harassment. Students who engage in sexual harassment or bullying activities of any degree will receive a suspension of one or more days. Repeated incidents can result in the student being asked to withdraw or being expelled.

Academic Dishonesty

Ovell's Christian Academy will not tolerate academic dishonesty. This violation, in the form of

cheating and plagiarism, is a grave breach of trust that must be present between a student and teacher. Administration, faculty, students and parents should never take an occurrence of academic dishonesty lightly. Therefore, it is the intent of OCA to enforce this policy with justice and objectivity, working with parents to teach students the value of honor and integrity, and the natural consequences of inappropriate choices.

Academic Dishonesty is defined as, but not limited to:

- Any attempt to gain an unfair advantage on an assignment, quiz, or test;
- Copying, faxing, or duplicating assignments that will each be turned in as one's own work;
- Exchanging assignments by printout, or electronic transfer, and then submitting them as originals;
- Preparing for cheating in advance, including:
 - a) Writing formulas, codes, key words, etc. on one's person or objects for use during a test
 - b) when the teacher has prohibited such;
 - c) Using hidden and/or unauthorized reference sheets (cheat sheets) during a test;
 - d) Using programmed materials in electronic or battery- operated devices when they have
 - e) been prohibited by the teacher;
 - f) Exchanging answers (either giving or receiving answers) with others when prohibited;
 - g) Taking, stealing, and/or using a (completed) assignment from someone else and submitting it as
 - h) one's own work;
 - i) Giving a (completed) assignment to someone else for the purpose of submitting it as their own;
- Plagiarism: submitting material written, designed by someone else, without giving proper notation from the original source;
- Taking credit for group work when little contribution was made to the established assignment criteria;
- Not following additional specific guidelines for academic honesty as established by a teacher, class, or department;
- Unauthorized acquisition, use, and/or distribution of test materials or answer sheets;
- Unauthorized use of teacher's computer files and/or grading programs.
- Use of a cell phone during a test or quiz will result in an automatic zero and is considered a major offense.

Academic Dishonesty is not:

- Peer tutoring (when permitted by the teacher) to better understand;
- Incorporating someone else's work, idea, and/or graphics and images into your own work when proper notation to the work is made and proper citation is given;
- Submitting work done alone or with the help of the teacher;
- Group work when solving a problem in which group work has been authorized by the teacher, and submitting one copy as group work, identifying each member of the group.

Drug and Substance Abuse

Because we believe that our bodies are the temple of the Holy Spirit, the possession, use, or distribution of drugs, alcohol, and tobacco product(s) is prohibited. Any situation where a student is suspected of engaging in such activities will be thoroughly investigated by the administration and the parents will be notified. The Administration of Ovell's Christian Academy reserves the exclusive right to have the Police Department conduct routine and random checks for illegal drugs anywhere on campus with the use of trained, drug sniffing dogs. Students connected to any drug-related persons or suspected events or activities may be required to submit to drug testing and be subject to expulsion. Violation of this policy will be dealt with by the administration whether the events occur on or off campus and whether the parents have knowledge of the activity or not.

Fighting

Students are responsible for settling confrontations in a peaceable manner and without the use of violence. Fighting will not be tolerated on or near school grounds or at any school-sponsored activity. Students are reminded that with the first offense fighting results in suspension, to be followed by a parent conference in order to return to school. Any other fighting incidents will result in expulsion.

Fire Safety

Violations of fire regulations - include tampering with fire alarms, using matches, lighters, or fireworks.

Gambling

A dictionary definition of gambling states: “the act or practice of consciously risking money or other stakes without being certain of the outcome.” We may therefore infer that gambling is an act involving risk and competition, by which one student consciously risks personal money or other personal stakes in the hopes of gaining something at someone else’s expense without giving anything of value in return. The fact that the parties involved agree to this transaction is irrelevant and does not justify it; an agreement to do something wrong is in itself wrong, a clear violation of a biblical principle.

OCA recognizes that student attitudes concerning gambling are taught within the framework of parental responsibility and authority. Therefore, the underlying issues concerning stewardship, addiction, idolatry, exploitation and conscience relating to gambling should be addressed in the context of parental teaching, instruction and discussion.

OCA is committed to uphold biblical principles and will exercise its responsibility and authority to prevent and prohibit the misuse or misappropriation of funds between students through various forms of gambling. Card playing, rolling dice, pitching or matching coins for the purpose of gambling (as defined above), or any other games of chance for profit is forbidden on campus or any other school-related activity. Betting for money or profit is never permitted, and under no circumstances should money and/or goods ever exchange hands as the result of winning odds or a bet.

Immorality

Unbiblical sexual conduct to include inappropriate contact, whether on or off campus.

Plagiarism

Plagiarism is defined as a “presentation of another person’s words or ideas as your own and not properly giving credit to the author of those words.” A plagiarist is a student who leads the reader to believe that what is being read is the original work of the student, when in fact, this is not true.

Examples of plagiarism include, but are not limited to:

- Word for word copying of another’s writing without enclosing the copied passage in quotation marks and identifying the passage with a footnote, both of which are necessary. This would include magazine articles, newspaper articles, book material, another student’s work, or any written ideas and words that are not your own. Any verbatim use of someone else’s work must be acknowledged by (1) appropriate indentation or enclosing all such copied portions in quotation marks and by (2) giving the original source in a footnote.
- A mosaic which is a random patchwork of readings and phrases that are woven into the paper resulting in a collage of other people’s words, ideas and thoughts, with the student’s sole contribution being that of working the pieces together.

- Paraphrasing which is an abbreviated (and often skillfully prepared) restatement of another person's language, structure, analysis and/or conclusion without credit being given to the person who prepared the original text or writing.
- Purchasing a prepared paper from a third party and submitting it as your own original work.

Ovell's Christian Academy cannot prevent students from plagiarizing, but we can make sure that students know what plagiarism is, what the penalties for it are, and the jeopardy it places them in. Any student who may have questions or doubts about the originality of the work they are preparing to turn in as their own, or needs CLARIFICATION SHOULD consult with their teacher or the director.

Stealing

Being in possession of property that does not belong to the student.

Truancy

Missing school without parent's permission, or leaving school property without permission from the school office, is skipping school. The penalty for skipping is an unexcused absence for all work missed, plus possible suspension or expulsion from the school. Students must obtain permission before leaving a classroom. Students who miss more than 20 minutes of class without permission will be considered truant.

Vandalism

Destroying or defacing of school property, including textbooks.

Weapons

The possession, use, distribution or attempted distribution (by sale, gift, or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks, and other explosives is expressly forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon.

PROBATION AND NON-INVITE

A student may be placed on disciplinary probation after repeated minor infractions or a major infraction of school policy. The student will be given a specified period of time for improvement. If the improvement plan is honored, the student will no longer be on probation. However, students who do not honor the improvement plan with improved conduct and behavior will be asked to withdraw from school at the end of the semester in which the probation was initiated. Students may also be placed on academic probation for unacceptable academic performance. Unacceptable academic performance is defined as one F, or a GPA less than 2.0. Once students are placed on academic probation, they will be given one semester (two quarters) in which to improve their academic performance to a level of 70%. If this is not achieved, the student may be required to withdraw from school at the end of the applicable semester.

Students placed on academic or disciplinary probation at the end of the first semester will not be invited to re-enroll. If the student has made satisfactory academic and/or behavioral improvement by the end of the school year, the probation status will be lifted and re-enrollment will be permitted, providing there is space available in that particular grade at that time. Both faculty and administrators will provide input and have significant discussion before placing any student on probation and withholding enrollment. Students placed on probation will be required to attend a parent conference and will subsequently have periodic meetings to measure progress with teachers and administrators.

SUSPENSION

Suspension from school is a result of repeated minor infractions or a major infraction of the OCA Code of Conduct. Suspension is usually a final step before a student is dismissed from Ovell's Christian Academy and is considered very serious. During an off-campus suspension, the student is placed under the parent's supervision for the entire day. Suspended students are not allowed on campus for any reason, before, during, or after school, and are not allowed to attend any school function including home and away athletic games during the duration of the suspension. Suspension days are counted as unexcused absences and include the consequences associated with unexcused absences. A notice of suspension will become a permanent part of the student's cumulative school record. These guidelines have been written as a form of communication. If a student is involved in certain infractions and is hindering the overall program, expulsion would be considered for the betterment of our ministry. Expulsion means that the student will not be allowed to return to Ovell's Christian Academy. Ovell's Christian Academy administration reserves the right to make a determination of corrective action to be taken on a case-by-case basis. The administration will have the final authority in disciplinary actions.

EXPULSION

Any student whose conduct or attitude in or out of school shows him/her to be in opposition to the basic principles and purposes of the school will be dismissed or asked to withdraw. A student may be expelled from school for a major infraction, and/or repeated minor infractions or poor academic performance. Expulsion will be recommended if the student's behavior is preventing a conducive academic environment or conflicts with the philosophy and objectives of OCA. Expulsion may also be recommended for unresolved academic or disciplinary probation. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed. The expulsion date may be immediate.

TELEPHONE AND CELL PHONE USE

Student use of telephones is restricted to emergency calls only. Forgetting one's book or homework is not an acceptable reason for using the office phones. Students are not permitted to use school phones without permission of the principal, school office, or a teacher who is present at the time they make the call. Any use of a cell phone (including texting, accessing social network sites, showing or taking pictures or video) in school during school hours by a student will result in disciplinary action. If a student brings a cell phone to school, the teacher will confiscate the phone and report the incident to the school's administration. Confiscated cell phones will only be returned to the student's parents. The school reserves the right to collect all cell phones for the duration of any school related activity. Repeated violations of the school's cell phone use policy could result in their immediate ineligibility to attend Ovell's Christian Academy. Use of a cell phone during a test or quiz for any reason (i.e. text messaging, photos, etc.) will automatically be considered cheating and appropriate academic and disciplinary action will be taken in the sole discretion of the administration. No taking of or other use of cell phone photographs or videos is permitted during the school day. Violation of this prohibition is a serious discipline offense and disciplinary action will be taken in the sole discretion of the administration. Parents who need to contact their child during the school day for emergency purposes should call the school office and the school's staff will assist parents in communicating with their child in appropriate emergency situations.

MUSIC AND DANCING

The appreciation for beauty and the ability to create works of art is one of the many uniquely human traits, which gives strong witness to the biblical view that God created man in His own likeness. As such, OCA places

a high priority on the development of an appreciation for the fine arts, and we encourage students to participate in various forms of aesthetic creativity during their years at OCA. It is the desire of OCA that students learn to make choices in the areas of music, drama, visual and literary art and dance that are based on an understanding of our responsibility to live within the personal, present reality of a holy and loving God who has given us His creative nature to use for our enjoyment and His ultimate glory. Dance may be evaluated in the same manner in which we evaluate other art forms. It has the same potential to reflect the beauty of a God-given creative nature of fallen man. Dance which in its style and purpose is done for beauty, recreation or as an expression of cultural tradition may be acceptable. Dance which accentuates the nature of fallen man, which appeals to the physical appetite or is sexually suggestive is inappropriate, and does not reveal the image of God created in us. Ovell's Christian Academy students are requested to refrain from choosing the types of music and dancing that are worldly in nature and that brings glory to self instead of bringing glory to God.

PARENT INFORMATION

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Any change of address or telephone number should be changed by the parent. You may request a change of address/phone number sheet through your student's teacher or the front office.

CHILD ABUSE

OCA personnel are mandated by Florida law to report any observed or suspected instances of child abuse to the appropriate public authorities.

CHILD CUSTODY

If legal custody stipulations apply to your child, it is required that copies of this information be provided to the appropriate school office in order to be enrolled and in attendance at OCA. Additionally, we will need copies of any custody changes.

CLASSROOM OBSERVATION AND VISITS

As an educational institution committed to providing our students with the best educational environment, we strive to minimize interruptions and distractions. In addition, the school is sensitive to the issue of security and supervision of classes. Parents and other interested persons are always welcome to observe in a classroom by appointment only. Parents and visitors are not permitted to go directly to a classroom to deliver lunches, messages, a forgotten assignment, an article of clothing or any other reason. Parents and visitors are required to drop off any deliveries at the school office which will make arrangements for all deliveries to students. In the event that you wish to formally observe a classroom, please contact the school office and a visit will be scheduled. Observations are limited to 30 minutes. Please keep in mind that the classroom observation should in no way interfere with teaching time, and questions for the teacher should be deferred to a more appropriate time. Appointments to talk with the teacher and/or principals may be scheduled through the school office.

SCHOOL ITEM LABELS

Parents are discouraged to label any school items, especially classroom materials. When new materials are brought in, the teacher/staff will label the item accordingly. You may label a plastic bag and put all the materials in it to transport it to the school.

EMERGENCY CLOSINGS

If it becomes necessary for the school to be closed, have a delayed arrival, or early release due to inclement weather or some other emergency, notification will be given through the following areas: Local TV channels, email sent to all families, posted on Facebook and/or our school website.

DISASTER AND LOCK DOWN DRILLS

Fire, Lock Down and tornado drills will be held regularly during the school year. Instructions will be given at the beginning of the school year, and instructions will also be posted in each room. Students should recognize the seriousness of the drills and refrain from disorderly behavior. In case a disaster occurs during a regular school day, students will be released only to their parents or those listed under their Emergency Contact Information. Photo identification will be required if someone is not known to school personnel.

It is impossible in a time of disaster to verify telephone requests or a parent's written consent given to a friend, neighbor, or relative to pick up a student. School personnel cannot undertake the responsibility of releasing students to any adults other than parents or those listed under their Emergency Contact Information. Please have a planned procedure established. If you will be out of town, notify the office in writing stating who is authorized to act in your place. The fact that parents will know where their children are, that they are under supervision, and that precautions for their safety are being observed, should help to prevent panic and confusion.

FIRE ALARM

Activation of the fire alarm will immediately notify the fire department. Careless or malicious initiation of a false alarm is an illegal action that could lead to serious injury in an attempt to evacuate the building. Deliberate offenses will be handled with the utmost severity. The student and his/her family will become financially responsible for fees resulting from a false alarm as well as subjection to possible disciplinary action, which may include expulsion.

FIELD TRIPS

Field trips are a vital part of the educational program. They are considered part of the regular school day. Only parents authorized, in advance, may attend a school sponsored field trip. Authorization will include an approved background check. Please notify the front office at the beginning of the school year if you are interested in chaperoning field trips. Other children and/or siblings may not attend the field trip. Students may be required to wear special uniforms or dress for the field trip. Parents will be notified in advance by the teacher of an upcoming field trip. If you fail to sign the Field Trip permission form as outlined in your Enrollment Package, your child(ren) will not be permitted to attend field trips .

LOST AND FOUND

All articles left on campus will be placed in the Lost and Found. Unclaimed articles will be disposed of periodically. Ovell's Christian Academy does not assume responsibility for damage to personal property or lost articles. Please be sure all jackets, sweaters, sweatshirts, and other personal items are marked with the student's name.

BREAKFAST & LUNCH

Ovell's Christian Academy will participate in the National School Lunch Program:

The National School Lunch Program is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. It provides nutritionally balanced, low-cost or free lunches to children each school day. The program was established under the National School Lunch Act, signed by President Harry Truman in 1946.

(<https://www.fns.usda.gov/nslp/national-school-lunch-program-nslp>)

If a student is bringing their own lunch, the school will not be responsible for any preparation (cooking, heating, etc.) If you are interested in eating lunch with your child(ren) please notify the school at least 24 hours in advance. You are welcome to bring your child lunch, but you cannot provide lunch for any other students without the Principal's permission. All students will eat in a designated area and are supervised. Students may not leave the campus during lunch, without advance approval of the Principal.

COMMUNICATION & PUBLICATIONS

OCA is committed to keeping open lines of communication with its families.

PARENT HANDBOOK

A Parent Handbook is provided to every new family that attends OCA. Revisions occur periodically and will be posted on the website to download.

WEBSITE/SOCIAL MEDIA

The most up-to-date and current information about events, class schedules, emergency closings, etc. are found on our website: www.ovellschristian.com or our Facebook page www.facebook.com/ovellschristian. Parents are encouraged to become familiar with the website and social media outlets and to use it on a daily basis to stay informed on changes in policies and events

QUICKSCHOOLS

Quickschools is an online tool that we use to track attendance, grades, discipline, and dress code violations. Parents have full access to all student information and communication with teachers. Communication to administration, teachers, and staff can also be facilitated using this tool.

STUDENT AGENDAS

Agendas will be the **MAIN** source of daily communication and used for homework. Please send messages to your child's teacher using this source of communication. Agendas should be kept in good condition. Replacements can be purchased through the school office.

SCHOOL/CLASS MEETINGS

Class meetings are an integral part of the school life. Attendance at these meetings is essential. They are an important bridge between home and school, and offer parents an opportunity to view and talk about their children's work and to participate in the type of activities done in the class. These meetings include discussion on various aspects of OCA's education. They also serve as social gatherings for parents. If you are unable to attend these meetings, please notify your child's teacher.

OTHERS

Email, Phone Messages, Interim/Report Cards (quarterly), Text Notifications, Orientations, and paper fliers and notices.