

SOUTH ORLANDO CHRISTIAN ACADEMY

Quality Education with a Christian Touch



PARENT/STUDENT HANDBOOK

KINDERGARTEN THROUGH 12TH GRADE

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Message from the Principal

To the Parent/Guardian: We are happy to have you as part of the SOCA family this school year. This handbook has been prepared to explain and clarify the procedures, policies, and regulations at South Orlando Christian Academy. You are encouraged to contact Administration directly if you have any questions.

To the Student: On behalf of the faculty, we would like to welcome you to South Orlando Christian Academy for the coming year. We are looking forward to assisting you in fulfilling your educational goals and pushing you to be the best person you can become. SOCA has a history of fine academic achievements and accomplishments. We expect you to meet the goals which have been set, to carry on the tradition, and to make this a better place. You can benefit from everything SOCA has to offer by being actively involved in your classes and the programs offered. If you encounter difficulties, seek out any of our trained professionals, and we will do our best to help you.

Sincerely,

Mrs. Elizabeth Campo

Principal/Director

General Information: South Orlando Christian Academy was established in 1991 by David and Elizabeth Campo with the purpose to educate children in the principles that would lead them to be an honor to God and to their country. Our goal is to train our students through Bible truths so when they are older, the principles they have learned will become habit for school and part of their moral characters and behavior in society.

Philosophy: At South Orlando Christian Academy, we believe that we must train our children in their early years by training their hearts, minds, and hands. We believe in education that not only provides in the mental and physical development, but also emphasizes the development in character marked by integrity and loyalty to God and to our country. This offers not only a challenging educational experience, but the best education possible.

Accreditation: South Orlando Christian Academy is fully accredited by the National Private School Accreditation Alliance since 1996, which is recognized by the State Florida.

Goals for Our Students:

1. To lead them to a knowledge of God and acquaint them with the joy of service to others.

2. To assist in the formation of a noble Christian character by placing great emphasis on spiritual values and provide an educational environment with a spiritual atmosphere that encourages academic excellence.
3. To help the student understand and practice the principle of healthful living and help each student develop their full potential in academic, spiritual, and social areas.
4. To develop habits of accuracy, discrimination, and sound judgment in thought and action.
5. To stimulate high scholarship and encourage and promote the development of responsibility in each student.

Hours of Operation:

1. The school is open from 6:30am – 5:30pm, Monday through Friday.
2. **Early drop-** off is available for students from **6:30am-7:15am** for an additional fee of **\$30 per week**.
3. **After school** is available on a limited basis from **2:50pm-5:30pm** for an additional fee of **\$40 per week**.
4. Students that are not in after school are to be **picked up no later than 2:50pm**. If the students are not picked up on time, you will be charged a **late fee of \$1 per minute**, due immediately.
5. **School hours** for students are from **7:45am to 2:25pm M-TH and 7:45am to 1:15pm**. Students that are not in the before care must not be brought to school earlier than **7:15am**. We advocate that students be on time to class and attend school regularly. Students are marked tardy after 8:00am.
6. Regular and punctual attendance is essential for the optimum learning, growth and development of students. When a student is absent from school, he/she must bring a written excuse stating the reason for the absence on the day he/she returns to class. The Principal has legal authority to determine if an absence is excused. A student will be excused from school only for those reasons listed below. A student shall be considered truant when absent without permission of the parent/guardian or when the parent/guardian consents to unnecessary absences.
7. An excused student absence is defined as illness, death in the family, family emergency (approved by the Principal), and observance of religious holy days. Students with excused absences will be given the opportunity to make up schoolwork according to the following guidelines: A student who is absent is required to make up all coursework missed, regardless of whether the absence is excused or unexcused. Students with unexcused absences will receive a zero for the daily assignment (s). It is the student's responsibility to obtain assignments upon returning to class immediately following an absence. Students shall have no less, plus one, than the number of days absent to complete and turn in make-up work for credit.
8. Absences due to head lice (pediculosis), nits, or immunization non-compliance in excess of three (3) school days will be considered an unexcused absence. The school will make a referral to the School Board nurse who will assess the need for forwarding the student to the school social worker.
9. A student may be excused for a continued or repeated illness up to ten (10) attendance days in a span of ninety (90) calendar days. After ten days, medical verification will be required. If no verification is submitted within three (3) student attendance days, referral to the School Board nurse will be required.

Dismissals during the Day:

10. No child may be dismissed during the school day unless a parent/guardian comes to the office to sign the child out. Please use discretion when making appointments (doctor) that interfere with school time.

Student attendance records will be updated to indicate students who do not attend a full day of school. If you must pick up your child before dismissal time, we request you do so prior to the last 30 minutes of the school day to ensure maximum student safety and to avoid the busy activity of dismissal.

11. Early release of students is strongly discouraged. Students may only be released (signed out) to parents, guardians, or other persons designated on the Procure System kiosk. You will be required to show identification when picking up your child from the office. A phone call may be made to the parent or guardian who signed the enrollment form to verify if an individual is eligible to remove the student from the campus.

Students are dismissed from class depending on the means of transportation they take home.

Students **NEW school Hours

Monday through Thursday-7:45am-2:25pm

Friday is early release at 1:15pm

Monday -Thursday Dismissal:

2:20pm -School Bus Riders & Daycare Riders (BACK)

2:25pm-Car and Van Riders (FRONT)

2:25pm - Student Walkers and Public Transportation Riders (FRONT)

Friday dismissal

1:10pm- School Bus Riders (BACK)

1:15pm Car and Van Riders (FRONT)

1:15pm - Student Walkers and Public Transportation Riders (FRONT)

12. When students that walk home are dismissed; they are to leave school premises at that time. They are not allowed to linger in the parking lot, go to other classes, or roam the hallways. Student walkers that violate this policy are first given a warning. Students are to wait for their car to arrive at the designated loading and unloading area. We do not want any of our students to get injured to due unruly or unsafe conduct. **Parents** are to stop at the loading area, allow the student to get inside their car, buckle up, and leave in a safe manner. Parents are not to get out of their car during dismissal time to speak to a teacher or another parent. This will hold up traffic and cause other conflicts and we appreciate all our parent's cooperation.

Tardiness

It is extremely important that students arrive at school on time each day no later than **7:45am**. Students arriving **after 7:50am** must come into the front office to be signed in by an adult because school building doors are locked. Continued or excessive tardiness will be referred to the social worker and a home visit will result.

Students are not permitted to leave the premises without Administration's authorization. Doing so will be grounds for expulsion.

Attendance Rules and Procedures and Forfeiture of Credits:

1. Absence from school will be excused for (1) illness, (2) emergency family matter, (3) death in the family, (4) dental and medical appointment, when appointment at another time is not possible, (5) court appearance, (6) an absence that requires an extended amount of time, such as travel out of the city or religious observances, when arrangements have been made in advance by completing the "prearranged absence" form, (7) one-half day for driver's license, and (8) absence for any reason not stated above if accompanied by a parent or guardian.
2. Excused absences must be verified by a telephone call or a note from the parents. For prearranged absences, teachers of classes from which the student will be absent must be contacted for appropriate assignments within a reasonable time prior to the absence. All absences which can reasonably be foreseen are to be approved by the use of the prearranged absence form.
3. Absences from school for any reason other than the above will not be excused by the school unless cleared in advance.

Unexcused absences in semester courses:

First Offense: No credit will be allowed for school work missed during the unexcused absence. One day of in-school suspension will be assigned.

Second Offense: A three-day in-school suspension will be assigned. No credit will be granted for the work missed during the unexcused absence. Work completed during the in-school suspension will count as part of the school credit. A parent, student, principal conference will be required prior to returning to regular class.

Third Offense: A social worker may be called for a home visit and/or a student can be expelled from school for duration of semester.

4. Excessive absences, excused or unexcused, and forfeiture of credit:

- A. **Warning:** A student who, for any reason, is absent nine times from a semester course is referred by the teacher to the office. A letter will be then given personally or mailed to the parents advising them of the policy on absenteeism and that continued absence may result in denial of credits.
- B. **Forfeiture of credit:** A student who, for any reason, is absent twelve times from a semester course will forfeit credit for the course unless there are chronic health conditions of special considerations involved, which must be verified by the administration. A physician's statement will determine the validity of each absence for illness over the maximum allowed. If the building principal determines that there are definitely twelve (12) absences, excused or unexcused, as shown by the school records, and that on review none were due to extenuating circumstances, that credit should be taken away and/or the student reassigned to study hall, he shall, on the date of the decision, prepare a written charge and a summary of the evidence supporting the charge and shall file it with the administration. Administration will then follow the procedures for standard policies.

Academic Load: The minimum load in high school shall consist of no more than eight classes (8) classes per day. Exceptions to the above may be made only by the principal. To drop a subject, a student must complete a drop request form from the head administrator.

Hallway Demeanor: Classes are in session from 7:45am through 2:25pm. When students enter the hallways they are not talk or make noise as this disturbs the other classes going on. Students who violate this policy will receive appropriate consequences.

Alcohol and Drug Policy: Student use, possession, distribution, sale, or being under the influence of alcohol, illegal drugs, controlled substance, steroids, or possessing drug paraphernalia on school premises or at any school function will for a minimal penalty for violation of this policy will be suspended from school; however, violation of this policy could result in permanent expulsion from school.

Homework: All students have homework throughout the week. Homework accounts for ten percent of a student's grade and is therefore very important that it be completed when it is assigned.

Visitation Procedures: All visitors must report to the school office and receive a visitor's pass before entering school premises. Parents are encouraged to visit the school. However, if you wish to speak with a teacher, an afterschool appointment should be made. The teacher cannot supervise the children during school if conversing with a parent.

Student Progress/Report Cards: The school year is divided into four nine-week marking periods. At the end of each period, a report card indicating the progress of the student is issued. Accounts must be current for an official report card to be issued from the school during any part of the year.

Transferring Academic Credits: The Department of Health, Education, and Welfare entitled "Privacy Rights of Parents and Students" found in Section 438 of the General Education Provisions, part 99, Title 45 of the federal code of regulations, states "Institutions must obtain written consent of parents before releasing personally identifiable data about students from records." Incompliance with this statement, parents must sign a withdrawal form when desiring a student's credits to transfer to another school. South Orlando Christian Academy reserves the right to withhold report cards or student transcripts due to unpaid or past due accounts.

Parent-Teacher Conferences: The success of students, aside from individual effort and commitment, depends on the cooperation of parents, teachers, and administration working together. A parent's involvement in the student's overall academic progress and conduct is very important and beneficial to all parties involved. We highly recommend and encourage parents to schedule conferences with the student's teacher to see the student's success and discuss areas needing improvement. If you would like to schedule a Parent/Teacher Conference at any time during the school year, please inform administration and the student's teacher. A date and time will be set up for the conference. Teachers are available for conferences from 2:15pm to 3:00pm. A teacher may also request a Parent/Teacher conference to update you on a student's progress as well as inform you of areas a student needs improvement on. While we encourage parent involvement in their child's academic progress, we do, however, highly discourage a parent to converse or discuss with a teacher during school hours or during dismissal. We require

complete supervision of students and a teacher cannot do this while talking with a parent. We do thank you ahead of time for your cooperation and understanding.

Student's Department: South Orlando Christian Academy does not require students to be of a specific religion, but they are expected to have a Christ-like attitude of respect for themselves, as well as for their peers, teachers, and administration. Insubordination, disrespect for authority or unruly conduct towards any staff member from a student is grounds for expulsion and will be dealt with immediately.

School-Wide Rules: To encourage the best education experience, we have set school-wide rules to minimize student misbehavior and maximize student participation, achievement, learning, and success. Each teacher may have a variation of the following rules, but in general, the rules are the same as below.

1. Follow instructions the first time they are given.
2. Change tasks quickly and quietly.
3. Stay in your seat unless you have permission to do otherwise.
4. Keep your hands, feet, and/or objects to yourself.
5. No profanity, negative comments, or put-downs.

Students are expected to abide by all school rules to maximize their learning experience and use their time wisely.

Student Discipline: The chief aim of school discipline is to assist in students in character development, making them responsible for their choices, good or bad, and to accept the consequences of their choices with a humble spirit. Students are expected to respect their teachers, administration, their classmates, fellow students, and themselves. We believe that all students are entitled to the benefits that can be provided in a safe, non-disruptive, learning environment. Any disruption of the normal education process by a student or group of students will be grounds for disciplinary action. Incidents may occur that will require the teacher to address and discipline the student. The student is to recognize their fault and be willing to accept the consequences. Students are expected to have a good attitude regarding their discipline. It is a choice made by the student that caused the discipline to occur. A non-Christian attitude is more dangerous than a disciplinary action. This may include taking privileges away, administering community service, writing assignments, etc. Whatever the case may be, the student is counseled before and after the discipline is administered. However, administration will intervene due to insubordination, disrespect for authority, or unruly conduct. This behavior is dealt with seriously and immediately. The following guideline is followed for a student having to be disciplined by administration.

First Time: Warning. The student is counseled. Privileges are taken away. A report form is filed and the Parent is informed of the incident through their Gradelink account. Please note, it is the responsibility of the parent to be informed of student progress, discipline, and all other aspects of school by logging in to Gradelink frequently.

Second Time: In-school Suspension. A student is put on a student contract depending on the seriousness of offence, We outline the issue already addressed and conditions of continued enrollment as

a student at South Orlando Christian Academy on the contract. The student must have a parent/teacher/principal meeting before returning to regular class.

Third Time: Expulsion. A student has violated his/her contract and will be asked to withdraw from South Orlando Christian Academy. A parent will be advised to sign the student withdrawal form. Any books the student has must be returned. If damaged, they will be charged to the parent. If accounts are current, final grades will be given.

Honor Roll: Students who have “A’s” and/or “B’s” on their report card at the end of each marking period are considered Honor Roll students and are issued an Honor Roll certificate.

Grading System:

Our school grades students on the 100-point grading scale which is as follows:

A: (90-100) – Student is consistently showing superior work.

B: (80-89) – Student is working above average.

C: (70-79) – Student is working on an average grade point scale.

D: (60-69) – Student is working poorly and failing to complete the minimum requirements.

F: (0-59) – Student is failing coursework and may need to re-take course or repeat grade.

I: Incomplete- An “Incomplete“ is given for work missed due to legitimate reasons such as an illness in the family or another emergency where a student has missed assignments. If a student misses work due to an unexcused absence, the work is marked a zero with no ability to make it up. Please refer to the Attendance Policy if you need clarification. Upon completion of work missed for legitimate reasons, the student will receive a letter grade and/or the credit for the class will be given and must complete the work within the semester.

All students are encouraged to do their best. We work individually with students who have learning disabilities and do all in our power to get them to an age-appropriate level in their academics. We also provide the necessary materials to accomplish these goals and expect the parents to assist in all possible aspects of their child’s advancement as well.

Student Uniform and Dress Code for all students: Appearance is very often the measure of a person’s worth, and as such, we expect require our students to demonstrate the highest code of Christian dress. Students are therefore required to keep their uniform neat and clean. If a student fails to comply with any part of the dress code, the student will be sent home with an unexcused absence and cannot make up the work missed for that day.

Uniform: Students must wear their complete uniform Monday through Friday. If a student does not come in the proper uniform, they will be sent home with an unexcused absence. It is imperative that we have the cooperation of all parents. Please note, uniform rotations happen every 2 years. Below is the new rotation and polos must be purchased from the store partnered up with SOCA. Pants and shorts for boys

that are solid colors may be purchased at other stores, however, please be sure to purchase uniforms that are durable. If during the school year, a uniform gets a tear or any hole, they must be replaced.

Kindergarten through 3rd grade

- ✓ Boys: Red Polo with school logo. Navy blue: shorts or pants; all black shoes
- ✓ Girls: Red Polo, plaid red jumper, Red, navy blue or black knee-high socks; all black shoes. Navy blue or black shorts must be worn underneath jumpers.

4th through 5th grade

- ✓ Boys: Red polo with school logo. Navy blue pants. Navy blue, red, or black or white socks and all black shoes.
- ✓ Girls: Red Polo with school logo, red plaid school skirt (knee high ONLY). Navy blue or black knee-high socks; all black shoes

6th through 8th grade

- ✓ Boys: Long-sleeved, light blue oxford with logo, plaid blue school uniform tie, navy blue slacks or shorts (no cargo), black, navy blue, or white socks; all black shoes.
- ✓ Girls: Navy blue polo with logo, blue plaid uniform skirt, knee high ONLY. Black or navy blue, knee-high socks; all black shoes. Blue or black shorts must be worn underneath skirts.

9th through 12th grade

- ✓ Boys: Long-sleeved, light blue oxford with school logo, plaid green school uniform tie, navy blue slacks or shorts (no cargo); black, navy blue or white socks; all black shoes.
- ✓ Girls: Dark blue polo with school logo, green plaid school skirt, knee high ONLY; navy blue or black knee-high socks; all black shoes. Blue or black shorts must be worn underneath skirts.

Belt: Students must wear a smooth, black belt. No designs, bubbles, or adornments may be on belts. The belt is part of the student's uniform and must be worn daily.

Shoes: Shoes must be all black dress shoes or all black sneakers. No designs of any other color may be on the shoes. Shoes must be kept polished and in good condition. Worn out shoes with holes are not allowed.

PE Uniform

All Boys and Girls, K5-12th: Grey Active Tee with school logo with black mesh gym shorts (school store only).

Jackets: Cardigan/school sweater may be worn during the colder months. The school sweaters are navy blue with school logo. It is mandatory that sweaters and cardigans have students name embroidered and be purchased from the school uniform store, Landsend.com.

Pants: Pants must be loose but not baggy, sagging, and must be worn at the waist.

Hair Color/Style: Highlights are permitted, but ONLY if they are blonde, honey brown, and dark burgundy colors. Colors NOT permitted: red, orange, purple, pink, blue, and green. If you are not sure, please stop by the office before dying your child's hair. All in moderation and good taste. All students' hair must be neatly combed and kept simple. Boys must have a neat haircut with no cut or drawn designs. No Mohawks or Mohawk styles and tails are permitted. Boys or girls may not have shaved lines or designs on head or eyebrows. Boys are permitted to have long hair as long as it is brushed and maintained and looks neat.

Hair Accessories: accessories that are school colors are allowed. Please keep hair accessories simple, yet tasteful. Nothing that draws attention and is out of the ordinary. Girl's hair bows that are school colors only are allowed. No bandanas are allowed.

Jewelry: Jewelry includes but is limited to one pair of earrings, one necklace, and/or one bracelets. Earrings can only be small studs or hoops no bigger than a quarter. A medical bracelet to be worn by students with medical conditions and/or allergies at all times.

Piercings: No piercings are allowed on any part of the body apart from pierced ears. This includes nose rings, earrings, tongue rings, eyebrow or face piercings, etc.

Nail Polish: No color nail polish is allowed. However, girls may have short French tip manicure style. White tips only, clear nail polish, no designs, sparkles, stickers, etc.

Extra Accessories: Extra accessories are not part of the student uniform and are not allowed. This includes chains on clothing, hats, scarves or bandanas.

Tattoos: Students are not allowed to have revealing tattoos on their body. If a student already has a tattoo before enrolling, it must be covered at all times so as not to be seen. For example, if it is on any part of the arm, the student must wear a long sleeved uniform shirt, whether it is hot outside or not. If it is on the leg, the student cannot wear shorts and must have it covered.

Violation of Dress Code:

First Time: Student is sent home. Student is assigned a two-page writing assignment on the importance of following school rules, due the next school day for re-admission. Parent is contacted and informed of incident.

Second Time: Parent is called. Student is put on a student contract outlining conditions of continued enrollment. A parent must come in with the student and speak with administration to allow student to return to regular class.

Third Time: Expulsion. A student violating the dress code policies for the third time has violated his/her contract and will be asked to withdraw from school. Their continued violation of policies state they do not want to follow the rules required to be followed by all students and simply that they do not want to be here. A parent will be advised to sign the student withdrawal form. Any books the student has must be returned. If damaged, they will be charged to the parent. If accounts are current, final grades will be given.

FIGHTING: Fighting is not tolerated on, around, or out of school premises by our students. Students may be automatically expelled from school if they participate in any fight on or off school premises. In addition, no form of bullying, either online or at school is tolerated. Students risk being expelled in they make fun of, pick on, or participate in any form of bullying. We expect our students to be respectful of each other and all staff as a condition of enrollment.

Holidays: South Orlando Christian Academy follows the same schedule as OCPS. All closings, holidays, breaks, and teacher workdays are noted on the school calendar. Tuition payments are only waived for Thanksgiving, Spring break, and Winter Break. Please refer to your school calendar for the dates. Payment is required for all other holidays.

Social Relations: We encourage students to respect each other and to enjoy non-romantic relationships with their fellow classmates and peers. We do not allow students to engage in romantic relationships or demonstrate public affection on school campus. We believe students complete focus should be on their academics and excelling in their studies. Romantic relationships tend to distract, cause conflict, and bring unnecessary commotion and for this reason, this policy is in place.

Tuition: Parents have the option to pay tuition weekly or monthly. Monthly tuition payments are divided into ten (10) payments for the school year. Holidays remain part of the tuition and still require payment. You do not pay for holidays lasting a week or more at a time, such as winter break, spring break, and thanksgiving break. Please note, if your child/ren are enrolled in after school, they are charged whether they attend the full week or not. After school is available on a first-come, first-served basis. If you do not plan to use after school, your children will be withdrawn so that space may be open to another family who needs it.

- ✓ Monthly: Tuition due the 1st of the month. A late fee of \$15.00 is applied if paid after the 3rd.
- ✓ Bi-Weekly: Tuition due every other Friday for the coming week. A late fee of \$15.00 is applied if paid after the 2nd Monday of the week entering.
- ✓ Weekly: Tuition due Friday for the coming week. A late fee of \$15.00 per week is applied if paid after Tuesday of the following week.

Students will not be allowed to return to school if tuition balances are not current. Please refer to your Fee Schedule included in the Student Registration Packet for fees. **South Orlando Christian Academy reserves the right to withhold report cards or student transcripts due to unpaid or past due accounts.**

Payment Options: Parents can pay student fees via the office in person with cash, credit/debit cards, money orders or personal checks. Parents can also pay online with credit/debit card through our Pay Pal system. This option works best for parents who check their email often and pay bills online.

Students on Scholarships: Tuition scholarships, even those that have been awarded 100%, do not cover student's full amount of tuition and thus do not cover the cost of books, uniforms, registration fees or SAT test fees, although any surplus in scholarship funds would be applied. Parents are responsible for any fees, balances, or extracurricular activities that are not covered by the scholarship, including SAT Tests, fieldtrips, uniforms, books, etc.

Scholarship Checks and Payment Process: Scholarship checks are processed and sent directly to the school four times per school year for parents to sign. Only the parents/guardians on the scholarship account can sign the checks. A text message and/or email will be sent to the contact on file when the checks arrive. You have one week to come in to sign the check or you will be responsible for the payment and/or be charged a \$15 late fee.

NOTE: The scholarship payment process may change to an electronic approval process. The have informed the school it may be an email sent with a check mark for the parent to approve for payment. We will notify parents if the email has been sent from STEP UP FOR STUDENTS via text message or email. The same time frame applies for both electronic and paper checks. You have one week to approve the payment via your email or you will be responsible for the payment and/or be charged a late fee.

If a student is withdrawn before a scholarship payment is issued, we will also notify you via text and/or email when the check has arrived. You have one week from the date of notice to sign the check before the tuition is sent to collections.

Procure: is SOCA's new efficient and secure payment and security system. All parents are registered and issued their own code for access to the front door. Parents are not to share their codes with others. All emergency contacts will be entered into the system and issued their own codes when they pick up students they are authorized for.

Procure is where all payments are made via a debit/credit card. Receipts are emailed immediately to the email on file. All balances are shown in real-time. Parents that opt to pay via check or money orders will be charged a \$5.99 handling fee and can drop off payment in the payment box located directly under the Procure kiosk.

Procure is also where students are checked in after 7:55am or checked out earlier for any early release. Only authorized contacts will be able to remove students from school. If someone who is not on the pickup list is going to pick up a student, please notify the child's teacher and/or the front office by 12:30pm. This also applies if students are leaving a different way than normal. Any changes in transportation must be made/notified by 12:30pm to ensure the message is relayed to the proper personnel.

Medication Administration: If a student has a medication that must be administered, a **parent** must fill out a Medication Authorization Form prior to administration of medication. Students are not allowed

to have **any** medication on their person, including over the counter medication such as Tylenol, Advil, etc. If medication is found on a student, it will be confiscated until a parent comes to pick it up in the front office. Asthma pumps are considered medication and must be kept in the front office.

Medical Conditions: Students are not allowed to be on school premises if they have the following conditions: a fever, vomiting, earache, sore throat, pink eye, yellowish skin or eyes. These conditions are contagious and must be treated and cured before returning to school. A doctor's note will serve as clearance to return to school. If a student becomes ill at school, a parent or guardian will be notified. The student must be picked up from school.

Lice: Any child with head lice must be treated before returning to school. Over-the-counter or prescription shampoos are available for treatment and should be used as directed. Check the child daily after treatment for lice, eggs, and intense head scratching. Check the heads of other children and adults in your family to be sure they are not infected. We have a "no nit" policy, meaning no visible eggs or lice can be present before can return to school. A "no nit" policy in helps to control an infestation and keeps children at home until all nits are removed. This policy ensures there is no sign of re-infestation.

Lice Prevention. Infestation can be prevented by avoiding physical contact with infected individuals and their belongings. Wash all infested bedding and clothing in hot water or run through your dryer for at least 30 minutes. Place items that cannot be cleaned or placed in a dryer into a tightly sealed plastic bag for 10-14 days. Remember to vacuum carpet, including furniture.

Emergency Closing: The school follows the OCPS policies and procedures for closing during emergencies. These include hurricanes, floods, or any other type of emergency that may arise. In the case of an evacuation, students will meet at South Orlando YMCA located at 814 W. Oakridge Rd. The contact number for the YMCA is 407-855-2430.

Student Meals: We serve hot, nutritious lunches to students Monday through Thursday. Every Friday students have the option of purchasing the school lunch and snacks or bringing their own lunch. Menus are available for the month at the front office and are also emailed at the beginning of the month. If a student dislikes something on the menu, they must bring their own cold lunch for that day. The school is not responsible for student lunches. All students' lunches must be properly labeled and kept with the student in a small lunch cooler. There are no heating facilities available for student lunches. They must be lunches that do not need heating or refrigeration. **NO** bottle juices or water allowed in school.

Electives: We offer various electives throughout the year. Such electives include but are not limited to Humanities, Keyboarding, Parenting, Mechanics, Agriculture, Applied Computer Skills, Music Appreciation, Band, Choir, Intensive Reading, and Speech, Spanish I and II as a second language.

Phone Calls: The office phone is reserved for sick calls and emergencies only. Parents must communicate with children at home for matters of lunch, of transportation, or any other matter your child may need to communicate with you.

Dual-Enrollment: Students are given the option and opportunity to enroll in dual-enrollment classes in their junior and senior year. They must have a minimum GPA of 3.0 and have an outstanding attendance

record. If a student who is in dual-enrollment begins to slack off in their classes, the dual-enrollment institution drops the student of their classes and the student forfeits the credits. They cannot re-enroll in dual-enrollment classes for the remainder of the semester and they cannot make-up the credits at the school.

Florida Virtual School: High school students are given the opportunity to do several classes online at home. **Students must have a minimum of 3.0 GPA and a recommendation form from their teacher.** Students must complete assignments on time or they are dropped from their online classes. Dropped class grades go on their transcript as incomplete or an “F”. Only high school students who are responsible with their class work and homework, who have internet access away from school are permitted to do FLVS.

Prohibited Items: Students are not permitted to bring gum, electronic games, playing cards, magazines, weapons, pocket knives, drugs, alcohol, tobacco, lighters, guns or anything that would cause harm to another student or SOCA personnel or detract from the goals and atmosphere of the school. If a student brings any item that is prohibited, it will be confiscated and held until the remainder of the school year. Substances and edibles will be disposed of and a student incident report will be sent home with the parent. Depending on the item, consequences will be given. The student will have to come in with a parent and have a meeting with administration in order to return to school.

Cell Phones and Electronics: Students are not permitted to have **any** form of electronics on them. This includes but is not limited to I-pods, cell phones, mp3 players, game boys, CD players, etc. If confiscated, it will not be returned until a parent collects it from the office.

Second Time: If caught with an electronic again, it will be kept in the office until the end of the school year. Students allowed to have cell phones and electronics are **ONLY** Walkers and **City** bus riders and must turn devices in to their teacher at the beginning of the day. **ALL** students that ride the school bus will have a phone available provided by the school if they need to call parents.

No Tolerance Policy: The school will not tolerate any student who possesses or tries to sell or consume any type of drugs or alcohol. No smoking is permitted on or near the school premises.

Student Supplies: A successful day begins with preparation. Each student must bring the supplies they will need for each day. In the student registration packet, a student supply list was enclosed for each student’s grade supplies. Students are not encouraged to use other student supplies, books, etc. They must come to class with their own supplies to avoid any conflict. Some supplies will need to be replenished throughout the school year.

Parent Teacher Organization: Parents whose students are registered are automatically part of the Parent Teacher Organization, an organization using the skills and expertise of parents to host events, fundraise, and volunteer in different aspects of the school. Many years of research show that parent involvement increases student’s success. We appreciate our parent’s involvement in every aspect of their student’s life and their school and encourage parents to foster a close relationship with each child’s teacher.

Snacks: Students can purchase healthy snacks during break, lunch, or afterschool. Students are only permitted to eat snacks while at break or lunch.

Dismissal Procedure: Students are dismissed from classes at **2:25pm**. The following schedule applies to all students as they leave the premises.

- For the safety and security of all students and staff, once a student exits the building, they may not re-enter.
- If a parent needs to stop by the office, it is best after 3:00pm when all students have been dismissed as office personnel assists during dismissal.
- If there are any changes in transportation for your child/ren, please notify staff and your child's teacher by 12pm to ensure the change is communicated. This includes another person picking up your child, a change from a bus rider to a car rider, etc.
- Early release of students is strongly discouraged. Students may only be released (signed out) to parents, guardians, or other persons designated on the Procure System kiosk. You will be required to show identification when picking up your child from the office. A phone call may be made to the parent or guardian who signed the enrollment form to verify that student can be removed.

When students that walk home are dismissed; they are to leave school premises at that time. They are not allowed to linger in the parking lot, go to other classes, or roam the hallways. Student walkers that violate this policy are first given a warning. Students are to wait for their car to arrive at the designated loading and unloading area. We do not want any of our students to get injured due to unruly or unsafe conduct. Parents are to stop at the loading area, allow the student to get inside their car, buckle up, and leave in a safe manner. Parents are not to get out of their car during dismissal time to speak to a teacher or another parent. All parents must follow the dismissal procedure so they don't hold up traffic and cause other conflicts, we appreciate all of our parent's cooperation.

Graduation:

All students in Kindergarten, 5th, 8th, and 12th grade are expected to participate in the graduation ceremony at the end of the school year. If your child is not going to participate, you must notify the office from the beginning of the school year.

Criticism and Expected Behavior of Parents: While there may be issues or incidents that arise throughout the year, parents are expected to conduct themselves professionally while on school premises during any concerns or issues that may arise. This includes during dismissal traffic, when upset about a misunderstanding with someone, or while interacting with any staff, administration, or other parents. Parents are not to discuss concerns in front of students, other parents, either in public or in private. If a parent violates this policy, they can/will be asked to withdraw their child/ren from school. Discretion is a cherished quality among our staff, parents, and administration. SOCA does not tolerate any gossip among the students, parents, teachers, or staff.

We look forward to a wonderful school year! Working together, many great things will happen.