



Orlando Christian Prep

Parent/Student Handbook 2023-2024

Orlando Christian Prep
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SCHOOL INFORMATION:

ADMINISTRATION

Pastor Dustin Janney	OCP President
Jennie Jacobson	OCP Principal
Tim Thomas	High School Assistant Principal
Ann Sebert	Finance Director & Office Manager
Brooke Janney	Admissions Director
Treig Burke	Athletic Director
	Guidance Counselor
Becky Lockhart	High School Dean of Students
Guerschom Demosthenes	Middle School Dean of Students
Maria Lopez	Instructional Coach

OCP AT-A-GLANCE

Founded: 1960	Phone: (407) 823-9744
School Colors: Blue & Gold	Fax: (407) 380-1186
Mascot: Warriors	Web: www.orlandochristianprep.org
School Office Hours:	7:30am-4:30pm (M-Th) 7:30am-3:00pm (F)

Holiday & Summer Office Hours will be posted and communicated to parents.

SCHOOL HISTORY

The ministry of Orlando Christian Prep is an extension of the work of Orlando Baptist Church. Orlando Baptist Church was founded in 1958 under the leadership of Pastor Jewell Smith. In 1960, the church began the Christian school ministry with the development of a Kindergarten program. The Christian school ministry grew over the years to include a pre-school through the twelfth-grade student body. In 1987, Dr. David Janney was called to Pastor the church. His philosophy of "excellence in all we do" encouraged the Deacon Board to re-examine the effectiveness of the Christian school program at that time. After much prayer, the Deacons made the decision to reduce the school to a pre-school and elementary school only. Their goal was to seek quality, certified staff and administrators, and a quality educational program. In 1989, with an enrollment of 123 students, Mrs. Janet Darroch was hired as the Principal of the preschool through fifth grade. During the next five years, Mrs. Darroch successfully established a reputation for academic excellence within the community.

In 1994, with an enrollment of 175 students, Dr. Mike Zobel was added to the administrative team for the purpose of expanding development of the school to twelfth-grade and obtaining accreditation with FACCS (Florida Association of Christian Colleges and Schools). In 1996, FACCS accreditation was granted and had successfully been maintained to the present. OCP's first graduating class was in 2000, and the school has experienced steady growth over the years to our enrollment of over 500 students. Our graduates have attended a wide range of Christian and secular universities.

In November of 2003, Pastor David Janney left the ministry of Orlando Baptist Church to found a missions organization, World Hope. Pastor Janney's heart and involvement in Orlando Baptist Church was always evident, and he returned as Senior Pastor of Orlando Baptist Church and as the President of Orlando Christian Prep in 2007. The school and church once again experienced growth and focused on the ministry of developing "World Changers" for Christ. In 2016, Pastor Dustin Janney was hired as the Senior Pastor of Orlando Baptist Church and the President of Orlando Christian Prep.

MISSION STATEMENT

It is Orlando Christian Prep's desire to shape tomorrow's leaders through a biblical foundation by increasing wisdom, knowledge and spiritual understanding of God's ideal plan for their lives, as based on Colossians 1:9-10. "For this reason we also, since the day we heard it, do not cease to pray for you, and to ask that you may be filled with the knowledge of His will in all wisdom and spiritual understanding; that you may walk worthy of the Lord, fully pleasing *Him*, being fruitful in every good work and increasing in the knowledge of God;"

DISCRETIONARY STATEMENT

The intent of this handbook is to give general overall guidelines to be adhered to by students and parents. From time to time new situations may occur, or circumstances may arise that are not covered specifically by this handbook. Orlando Christian Prep reserves the right to exercise its discretionary statement in responding to new situations. Orlando Christian Prep also reserves the right to make any and all necessary changes to the handbook when deemed necessary.

NON-DISCRIMINATORY POLICY

Since God's love extends equally to all people, OCP admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities accorded or made available to students at the school.

VISION STATEMENT

The vision of Orlando Christian Prep (OCP), as a ministry of Orlando Baptist Church (OBC), is to prepare and inspire our students to accomplish God's purpose in their lives to expand the Kingdom and glorify God.

STATEMENT OF DOCTRINAL BELIEFS

PURPOSE: Christian education is first and foremost the responsibility of the Christian home. (Deuteronomy 6:7). The Christian school has been established to enable parents to obey God's command to give their children a Christian education while, at the same time, obeying the laws of the land. The purpose of OCP is to educate and train the whole student physically, emotionally, intellectually and spiritually. In cooperation with home and church, OCP seeks to produce Christ-likeness in its students.

- 1. THE SCRIPTURES:** We believe that the entire Bible is verbally inspired by God and is the only infallible and authoritative rule of faith and practice. II Timothy 3:16-17
- 2. GOD:** We believe that there is only one true, living, sovereign, holy, and eternal God, existing in three co-equal persons -- Father, Son, and Holy Spirit -- each being a distinct person and with a distinct function. Deuteronomy 6:4-5.
- 3. JESUS CHRIST:** We believe in the deity and virgin birth of Christ., that He lived a sinless life, performed many miracles, shed His blood on the cross to pay the debt for our sins, was buried, bodily resurrected, ascended to the right hand of the Father, and will return, visibly, and personally in glory and power. John 1:1-3, 14; Matthew 1:18-25; Philippians 2:5-9; I Corinthians 15:1-8.
- 4. HOLY SPIRIT:** We believe that the Holy Spirit is the convictor of sin, the chief agent of regeneration and sanctification, and that He indwells, seals, and empowers believers. John 14:16-19; 16:7-15.
- 5. MANKIND:** We believe that in the beginning God created mankind in His image, and is not in any sense the product of evolution. We believe that God wonderfully and immutably creates each person as male or female, and that these two distinct, complimentary genders together reflect the image and nature of God. Genesis 1:27.
- 6. SIN:** We believe that Adam, the first man, sinned by disobedience. This act resulted in the fall of all mankind so that all people have sinned and lost their ability to live for the glory of God. Every person's sin incurs both physical and spiritual death until there is forgiveness and salvation by the grace of God. Genesis 3:1-24; Romans 3:10-23; 5:12-21; 6:23.
- 7. SALVATION:** We believe the salvation of lost and sinful people is a free gift of God's grace apart from human works, based solely upon Christ's vicarious and atoning death. Ephesians 2:8-10; II Corinthians 5:21.
- 8. THE CHURCH:** We believe that the church is the body of Christ and the family of God. It is made up of saved and baptized believers, who

regularly join together for worship, fellowship, and ministry. I Corinthians 12:12-14; Hebrews 10:25.

9. EVANGELISM: We believe that it is the responsibility and privilege of every Christian to proclaim the good news of Jesus Christ and to seek to make growing disciples. Matthew 28:18-20.

10. THE HOME: We believe that God created marriage to be exclusively the union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union. In addition to these important beliefs, we also believe that God has given the parents and the home the responsibility of bringing up their children in the nurture and admonition of the Lord. Ephesians 6:4; Proverbs 22:6. We believe that a consistent and whole education will occur when home, church, and school work closely together and are in agreement on the basic concepts of life.

11. SANCTITY OF HUMAN LIFE: We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the physically or mentally challenged, and every other state or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. Psalms 139.

Final Authority for Matters of Belief and Conduct: The statement of faith does not exhaust our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Orlando Christian Prep's faith, doctrine, practice, policy, and discipline, our Orlando Christian Prep School Board and President of Orlando Christian Prep is Orlando Christian Prep's final interpretive authority on the Bible's meaning and application.

PARENT PLEDGE

A pledge is a binding agreement between two parties. It signifies a solemn oath and sincere acknowledgment of mutual respect and cooperation. Orlando Christian Prep pledges to provide the best it can for each child in the way of facilities, curriculum, faculty, athletics, social functions, and instruction. We further pledge to do all that is possible to support your home in growing every student in the nurture and admonition of the Lord.

As the legal parents/guardians of our children, parents pledge to support Orlando Christian Prep in its efforts at Christian education. We agree that it is our responsibility to strive diligently toward the observance of the "Parents'/Guardians' Statement of Support" as God enables us by the power of the Holy Spirit. If for some reason we become dissatisfied, we promise to handle the matter with Administration and with Christ-like actions. If support or resolution cannot be reached, we recognize it is our responsibility to leave Orlando Christian Prep and seek a school in alignment with our personal convictions. Together, as a school and as parents/guardians we pledge to submit our lives to one another and the final authority of the Word of God.

PARENTS' / GUARDIANS' STATEMENT OF SUPPORT

Please CAREFULLY read the following statements. If there is any statement you cannot personally support, please initial it and discuss it with us in an appointed conference. While your honest inability to commit to any of the following statements would not necessarily preclude acceptance into OCP, we desire your full support in all areas.

1. It is our desire for him/her to be enrolled in Orlando Christian Prep. We have made enough investigation to be satisfied with the program, personnel, and philosophy of the school and do pledge our whole-hearted loyalty to OCP. 2. We have read the "Basic Beliefs" of the school and are willing to have our children educated by it. 3. We agree with the aims and ideals of the school and will bring all questions, criticisms, and suggestions directly to the persons involved that they may be resolved, rather than spreading criticism and negativism. **We understand that failure to do so may result in our foregoing the privilege of having our student(s) enrolled at OCP.**

4. We pledge to cooperate with the school in its efforts to administer discipline in accordance with the standards set by OCP. **We understand that our child's attendance is a privilege and that the school reserves the right to dismiss a student when either the parents or the student does not cooperate with the policies of the school.**

5. We understand that the wearing of a school uniform is a requirement for all students. **We agree to abide by the uniform and other dress standards of OCP. The school has full discretion in the discipline of our children in accordance with the Dress Code Policy and the Discipline Policy as published.**

7. We hereby give permission for our child to take part in all school activities, including school sponsored trips away from the school premises, and absolve the school from all liability, except that covered by school insurance, should our child be injured at school or during any school activity.

8. We will pay all our monthly tuition obligations through FACTS tuition.

9. Recognizing that the tuition and fees do not cover the actual cost of our child's education, we will participate as much as possible in service, fundraising, donations, and prayer in order to supplement the cost as God provides the resources to do so.

10. We will make every effort to attend Parent-Teacher meetings, programs, and work days and do affirm our desire to fully support OCP as the school of our choice.

GENERAL INFORMATION & POLICY:

ACADEMIC EXPECTATIONS:

Students are expected to meet specific minimum academic requirements. Failure to maintain these will result in academic probation and/or specific summer school requirements, tutoring, small group therapy, enrolling in the accountability of an Academic Plan under the supervision of an Academic Advisor, retentions (1st – 12th grade), or withdrawal from the school. The minimum academic expectations are:

1. Maintain a 2.0 or higher GPA.
2. Display “Excellent” or “Satisfactory” conduct in all classes.

Academic Probation MS/HS

Academic probation is cumulative and assessed per semester. If a student is placed on academic probation by earning a cumulative GPA below a 2.0. Students will not be able to participate in any extracurricular activities and are at risk of being dismissed from OCP. If a student has a semester GPA below a 2.0 but a cumulative GPA above a 2.0, they will be placed on academic probation for one semester. While on academic probation for that semester, the student will meet with guidance bi-weekly.

ACCIDENT INSURANCE

OCP carries a student accident insurance policy on its students, including those involved in athletics. This coverage is known as excess coverage, meaning the parent’s insurance is primary. The school’s insurance begins coverage to certain limits after the parent’s coverage has reached its maximum limit. The school’s coverage may include deductibles and other claim costs that the parent’s policy may not cover. Claim forms for the school’s insurance are available from the Administrative Office at 407-823-9744. Note: claims must be filed within 90 days of the accident to be considered for school insurance coverage.

ACCREDITATION & MEMBERSHIP

OCP is **accredited** by:

- Florida Association of Christian Colleges and Schools (FACCS)
- National Council for Private School Accreditation (NCPISA)
- Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools (MSA-CES)

OCP is a **member** of:

- Florida High School Athletic Association (FHSA)
- International Association of Christian Colleges and Schools (IACCS)
- Florida Association of Non-Academic Schools (NSNAS)
- Cognia

OCP is approved to accept international students through affiliation with SEVIS.

ADMISSIONS

All students must go through the step-by-step process for enrollment, beginning with the Admission’s Director. The OCP student experience begins with a family tour of the campus and face to face meeting with an Admissions Department representative. Please see the admissions procedures and application process available from the admission’s department or online at www.orlandochristianprep.org.

Admissions Decisions:

Admissions decisions fall into four categories: standard, provisional, conditional and denial of admission.

1. **Standard admission** will be granted when the student meets or exceeds all requirements.
2. **Provisional admission** is given when the student pays the registration fee, and application is turned in to the office. Students will receive a provisional letter with a date.
3. **Conditional admission** is given to students where test scores and previous school records indicate cause for concern. Applicants with deficiencies in any of the specified areas may be offered conditional admittance if the Administration feels the student has the potential for success at OCP. Conditional admissions are reviewed each grading period by the Academic Advisors and the Academic Principal. If the necessary corrections have not occurred, the student will be denied further admittance.
4. **Denial of admission** will be communicated by the Admissions Director, or Administration if the applicant is deficient in one or more of the specified areas, and it is unlikely he will be successful. Denial of admission does not prohibit a student from applying again if deficient areas are corrected.

All students are admitted conditionally for a nine-week trial period. If the student fails to make acceptable academic progress or does not adjust to the program of the school, OCP will need to reconsider their continuance.

Our academic standards are higher than those of some schools, and we do not want to place undue strain on students who possibly would find it difficult to attain the level of work we require. Parents should understand that if their students do not meet grade requirements, they may be asked to either go back a grade level, middle and high school students who do not pass will be required to attend summer school.

OCP, as a private institution, reserves the privilege of setting and maintaining its standards for student conduct, dress, cleanliness, and scholarship. Admission is not determined by race, color or creed. We believe that God wonderfully and immutably creates each person as male and female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27).

OCP creates a wholesome, safe environment that is structured specifically to deal with single young people. As a result of this, we are unable to accept students that are married, pregnant or have children.

The school maintains the right to refuse admission to anyone who fails to meet entrance requirements and to suspend or expel any student who violates the standards set down in the Standards of Conduct, Parent/Student Handbook, or other rules of conduct as defined by OCP Administration and OCP School Board.

Continuous Enrollment Policy:

OCP has adopted a Continuous Enrollment Policy. All students are considered enrolled until graduation, or the student is withdrawn, and the office is notified in writing prior the dates put forth in our Continuous Enrollment Policy. New students should still complete the application form online, once enrollment is open to the public. Enrollment and payment of the application fees are all completed online after the family tour.

ADVANCED PLACEMENT (AP) COURSES

To be eligible for an AP (freshman college level) class, a student must meet the following requirements:

1. PSAT – 80% (Verbal and Math)
2. Stanford Achievement Tests are reviewed
3. SAT – 500 (Verbal and Math)
4. Grade average – 85% - Must be enrolled at the honors level of the subject area.
5. Teacher recommendation evidence includes work completion; meeting required deadlines, absences/ tardies, work ethic, class participation/behavior, effort to analyze/synthesize beyond the minimum (85%) expectation, exhibiting written work.
6. Summer work may be assigned to AP students before beginning their courses in the fall. Assigned summer work is due the first day of class. Failure to meet this requirement will result in the student being required to drop to honors level.
7. Additional charges for books and testing apply - Students in AP courses are expected to maintain a grade of 80% or better. Those not meeting this expectation over a nine-week grading period may be reassigned to a grade level or honors class,

depending on class enrollment.

Students not meeting the 80% or better will not be eligible for another AP class in that subject area. The Principal has the authority to admit or reject students for AP courses based on the above criteria. Placement in an AP course is not based on a teacher or parent request but the eligibility criteria. Students who meet the criteria for AP courses will be invited to enroll.

ANTI-HARASSMENT POLICY

The environment at OCP must be one in which all individuals are free to work, learn, and develop relationships without fear of intimidation and humiliation as a result of unwanted or unacceptable behavior from others. It is essential to the well-being of all that students, parents, teachers, and staff members treat each other with due respect for rights, individuality, and personal dignity.

ARRIVAL/DISMISSAL TRAFFIC

The traffic plan endeavors to accomplish three goals: the safety of all students, minimizing the time required to drop off and pick up, and the smooth flow of vehicles. The accomplishment of these three goals will require your willingness to comply with the plans. Parents are advised **NOT** to use cell phones while the carline is moving. It is necessary for the safety and security of our students that the traffic flow diagrams be followed carefully. If your student is not prepared to enter your vehicle when you pull up, please circle back around slowly with your vehicle to keep the flow of traffic moving. If you do not see your student, please park your vehicle in a convenient spot and wait for them to come to you.

STUDENTS WILL NOT BE PERMITTED TO BE CHECKED OUT FROM THE OCP ADMINISTRATIVE OFFICE, OR THE CLASSROOM 30 MINUTES BEFORE THEIR SCHEDULED DISMISSAL TIME. IF YOUR CHILD HAS AN APPOINTMENT, YOU WILL NEED TO CHECK THEM OUT BEFORE THE 30 MINUTE DISMISSAL WINDOW. EXAMPLE: YOUR CHILD DISMISSES AT 3:00 PM, DO NOT PLAN TO CHECK THEM OUT AFTER 2:30 PM. See Appendix B.

ARRIVAL/DISMISSAL

Preschool Students (K2, K3, and K4)

Arrival: The classrooms open at 7:50am

School Start Time: 8:15

Preschool students must always be escorted to the morning care classroom or assigned classroom by an adult, or older sibling. Preschool students should never be allowed to walk alone to their designated classroom. Preschool students should never be left outside the classroom door without the teacher's knowledge. An adult or appropriate older sibling should always accompany them due to safety and security.

STUDENTS WILL NOT BE PERMITTED TO BE CHECKED OUT FROM THE OCP ADMINISTRATIVE OFFICE, OR THE CLASSROOM 30 MINUTES BEFORE THEIR SCHEDULED DISMISSAL TIME. IF YOUR CHILD HAS AN APPOINTMENT, YOU WILL NEED TO CHECK THEM OUT PRIOR TO THE 30 MINUTE DISMISSAL WINDOW. EXAMPLE: YOUR CHILD DISMISSES AT 3:00 PM, DO NOT PLAN TO CHECK THEM OUT AFTER 2:30 PM.

Dismissal:

- **Full day K2-K4 students** Need to be picked up from the carline at 2:45pm. If they are not picked up by 3:15 pm (2:15 pm on Friday) they will be considered After School Program students and will be checked into the After School Program. Friday dismissal is at 1:45pm. If they are not picked up by 2:15pm on Friday) they will be considered After School program students.

Elementary (Grades Kindergarten-5th)

Arrival: Classrooms are open at 7:50am

School Start Time: 8:15 (Students are tardy at 8:16)

School begins for Grades 1-5

- On-time students may be dropped off at the courtyard or the school office drop-off area. Cars should pull all the way up to

the front of the drop of lane and NEVER park in a drop-off lane.

- On time students may also be walked to the classroom by an adult
- **ALL TARDY STUDENTS (any time after 8:15) IN GRADES K2- 5TH MUST BE ESCORTED BY THE GUARDIAN/PARENT TO FIRST CHECK IN AT THE OFFICE FOR A TARDY SLIP AND THEN MUST WALK THEIR STUDENT TO CLASS.**
- **TARDY STUDENTS WILL NOT BE PERMITTED TO ENTER SCHOOL WITHOUT AN ADULT ESCORT.**

Dismissal:

- All students k2-5th grade are to be picked up at the school office carline according to the traffic flow map.
- Cars should NEVER be parked in the carline (circle in front of the school office). This is not only a fire lane, but will cause a dangerous backup on Semoran Blvd during drop-off/pick-up times.
- Parents are not permitted to park and walk up to pick up students. ALL students MUST be picked up via carline.

*Reminder, please drive safely, slowly, and watch for children at all times. When entering and exiting the parking lot, please be alert and aware of all children. Also, do not allow your Elementary School students to run in the parking lots while waiting for your older child. Students not picked up by 3:30 pm (2:30 pm on Friday) will be sent to OCP After School Program and charged \$15.00 an hour, if the parent has pre-paid for Aftercare, they will be charged \$8.00 an hour.

STUDENTS WILL NOT BE PERMITTED TO BE CHECKED OUT FROM THE OCP ADMINISTRATIVE OFFICE, OR THE CLASSROOM 30 MINUTES BEFORE THEIR SCHEDULED DISMISSAL TIME. IF YOUR CHILD HAS AN APPOINTMENT, YOU WILL NEED TO CHECK THEM OUT BEFORE THE 30 MINUTE DISMISSAL WINDOW. EXAMPLE: YOUR CHILD DISMISSES AT 3:00 PM, DO NOT PLAN TO CHECK THEM OUT AFTER 2:30 PM.

Middle School (Grades 6-8)

Arrival: 7:45am

School Start Time: 8:00am

Students must be dropped off, and picked up according to the traffic flow map in accordance to the following guidelines:

- Students may not be dropped off before 7:00 am. OCP does not assume responsibility for any students on campus before 7:00 am.
- Students that are dropped off in the parking lot by the football field before 7:45 am proceed to the gym where there will be adult supervision.
- **TARDY STUDENTS (ANY TIME AFTER 8:00AM), MUST GO TO THE OFFICE TO OBTAIN A TARDY SLIP PRIOR TO ENTERING THE CLASSROOM. TARDY STUDENTS WILL NOT BE PERMITTED INTO CLASS WITHOUT A TARDY SLIP.**

Dismissal:

Middle School is dismissed each day at 3:15 pm (Friday 2:15 pm). All students are to be picked in front of the football field. **If your student is not ready to enter your vehicle, you are required to circle, to continue the flow of traffic. If your student is not visible, it is important that you park your vehicle in a convenient parking spot until they are ready.** Students must be picked up, checked into aftercare, or leave the campus unless participating in an after-school extracurricular activity by 3:30 pm (Fridays 2:30 pm).

Students are not allowed to wander the campus, hang out in school halls, or other areas of the campus. Students not picked up or have not left the campus by 3:30 pm must report to the assigned after school care room. **ATTENTION!** All middle school students not under the direct supervision of a parent, coach, or sponsor after the official school day has ended **MUST** be checked into OCP After School Program. Middle School students who are checked into Aftercare will be charged \$15.00 an hour, or if the parent has pre-paid, they will be charged \$8.00 an hour. Failure to follow this guideline will result in immediate discipline, and repeated occurrences may result in suspension or expulsion.

STUDENTS WILL NOT BE PERMITTED TO BE CHECKED OUT FROM THE OCP ADMINISTRATIVE OFFICE, OR THE CLASSROOM 30 MINUTES BEFORE THEIR SCHEDULED DISMISSAL TIME. IF YOUR CHILD HAS AN APPOINTMENT, YOU WILL NEED TO CHECK THEM OUT BEFORE THE 30 MINUTE DISMISSAL WINDOW. EXAMPLE: YOUR CHILD DISMISSES AT 3:15 PM, DO NOT PLAN TO CHECK THEM OUT AFTER 2:45 PM.

High School (Grades 9-12)

Arrival: 7:45am

School Start Time: 8:00am

Students should be dropped off and picked up according to the traffic flow map and by the following guidelines:

- Students are to be dropped off in front of the lunchroom or football field and proceed to the gym where there will be adult supervision.
- No student should be dropped off before 7:00 am. OCP does not assume responsibility for any students on campus before 7:00 am.
- ***TARDY STUDENTS (ANY TIME AFTER 8:00AM), MUST GO TO THE OFFICE TO OBTAIN A TARDY SLIP PRIOR TO ENTERING THE CLASSROOM. TARDY STUDENTS WILL NOT BE PERMITTED INTO CLASS WITHOUT A TARDY SLIP.***

Dismissal:

High School is dismissed each day at 3:15 pm (Friday 2:15 pm). All students are to be picked up in front of the football field. **If your student is not ready to enter your vehicle, you are required to circle, to continue the flow of traffic. If your student is not visible, it is important that you park your vehicle in a convenient parking spot until they are ready.** Students must be picked up, or leave the campus unless participating in an after-school extracurricular activity by 3:30 pm (Fridays 2:30 pm).

STUDENTS WILL NOT BE PERMITTED TO BE CHECKED OUT FROM THE OCP ADMINISTRATIVE OFFICE, OR THE CLASSROOM 30 MINUTES BEFORE THEIR SCHEDULED DISMISSAL TIME. IF YOUR CHILD HAS AN APPOINTMENT, YOU WILL NEED TO CHECK THEM OUT BEFORE THE 30 MINUTE DISMISSAL WINDOW. EXAMPLE: YOUR CHILD DISMISSES AT 3:15 PM, DO NOT PLAN TO CHECK THEM OUT AFTER 2:45 PM.

If a student walks to, and from school, or rides the city bus, the Administrative Office must have a note on file that the parent/guardian has given the student permission. If a student leaves the OCP campus they may not return unless they are attending an OCP sponsored event, i.e., Sports event, Fine Arts program, or Guidance meeting, etc.

Driving Privileges:

If a student drives to school they must receive a parking decal from the school administrative office, and supply a copy of their driver's license, along with a copy of their insurance card. Student drivers park in a designated area located on the South side of the campus, front spaces facing 436 (Front of the Small Auditorium).

ATHLETIC ADMINISTRATION

The Athletic Director reports to the Principal of Orlando Christian Prep. Matters of policy, game issues, coaching decisions, and other athletic issues should be brought to the Athletic Director first, and then taken to the Principal if the matter cannot be resolved satisfactorily.

ATHLETIC PROGRAM

By our school's mission statement, "Shaping tomorrow's leaders through a biblical foundation by increasing wisdom, knowledge, and spiritual understanding of God's ideal plan for their lives," students are encouraged to try out and participate in a sport to begin building confidence and leadership qualities at OCP. All athletes, coaches, and fans are expected to represent our school in a Christ-like manner. The Christian philosophy of athletics must stem directly from the school's Christian Philosophy of Education. The ultimate goal must be "to be conformed to the image of Jesus Christ" (Rom. 8:29) and to "develop the spiritual part of the athlete so that the Holy Spirit is in control and directing his mind and body." (I Thes. 5:23)

We believe that students were created in the image of God, male and female. (Genesis 1:26-27). We believe that dress code and clothing should conform to one's biological sex. The use of restrooms, locker rooms, and changing facilities will pertain to one's biological sex during athletic competitions, including and not limited to practices and PE classes. All student athletes (of any age) who participate in competitions or are part of a team, will adhere to the guidelines according to their biological gender.

Genesis 1:27 It is the goal that the athletes develop positive Christ-like character qualities and express them through their involvement in athletics. The athletes are confronted with all types of life situations, which can be perfect learning situations for teaching biblical principles. It is the job of the coaches to model Christ-likeness and properly direct the students in these situations to build the biblical character qualities. Athletics should help foster meaningful relationships among team members coming from the team concept and straightforward leadership of the Christian coach. There should be a commitment to excellence in each particular sport. "Do heartily as unto the Lord."

Athletics are a means to an end, not an end in themselves, in that athletics represents an aspect of the educational program, not the main focus of the program. It is a goal that the student becomes a well-rounded individual, striving toward his God-given potential. The athletic program shall provide well-planned and well-balanced interscholastic activities for as many participants as possible, consistent with available facilities, personnel, and financial support. The athletic program will strive to present a minimal amount of interference with the academic program. The athletic program shall function so as to involve not only the participants but also the student body and school community. The athletic program shall provide an opportunity for the loyalty of parents and friends of the school to be renewed, strengthened and united.

Sportsmanship:

Proverbs 22:1 states that "a good name is to be more desired than great riches." In keeping with that advice, OCP strives to maintain a reputation that is respected in the community and brings glory to the Lord. A good name takes years to build, but only takes moments to destroy, and the behavior of our spectators at athletic events is pivotal in shaping that outcome. We encourage all fans to respond with humility in victory and grace in defeat. They are to avoid criticizing players, coaches, or referees and should censor fellow spectators who display negative behavior. Fans that persist in demonstrating unsportsmanlike conduct may be asked to leave the game by a school official or safety officer on duty.

K4 Years – 5th Grade:

OCP has opportunities for children to learn and develop their athletic skills. This program is affiliated with youth sports leagues that are deemed appropriate by athletic administration. Practices are held after school one day a week, with games usually on Saturdays. Volunteers are needed to coach these teams. All coaches and assistant coaches will have background checks. Registration fees apply. It is the desire of the athletic program to provide an excellent experience for our Preschool and Elementary School students ages 3 through 5th Grade.

OCP youth sports offered include Basketball, Flag Football, Track, Volleyball, and Soccer (Additional sports will be added and announced by the Elementary Athletic Team).

Grades 6-12:

OCP is a member of the Florida High School Athletic Association (FHSAA).

1. Participation in a sport for grades 6 – 12 at Orlando Christian Prep requires an athlete to try out for the team.
2. Student athletes are bound by the rules and regulations of the Florida High School Athletic Association, in addition to school policies established by the OCP Athletic Department.
3. Students must submit an approved FHSAA physical examination form before they may participate in any practices.
4. Students must have a signed parent consent form.

OCP follows the FHSAA guidelines, which can be found at www.fhsaa.org. By FHSAA regulations and OCP's policy, a varsity athlete must maintain a GPA of 2.0 and meet OCP's guidelines to be eligible to participate in athletics. Each coach shall be responsible for individual team rules. Such rules will be approved by the athletic director before implementation.

OCP Grades 6-12 sports offered include:

- Fall Sports: Girls Volleyball and Varsity Football, JV Football
- Winter Sports: Boys and Girls Basketball, Co-Ed Soccer
- Spring Sports: Baseball, Softball, Varsity Track and Field, Middle School Track and Field

Please see our Athletics Website at OCPAthletics.com for schedules, forms, and information.

ATTENDANCE

K2 - ELEMENTARY ATTENDANCE POLICY

- All absences are unexcused unless:
 - Student/Parent turns in an official doctor's note within 48 hours of return
 - Student/Parent turns in a Parent note due to bereavement
- Any absence due to illness more than 3 days, requires a Doctor's note to return within 48 hours
- 15 unexcused absences in one semester will result in an automatic withdrawal
 - Parents will receive a notification at 5, 10, and 14
 - Upon the 15th unexcused absence, parents will be notified to withdraw the student from OCP
- Students who choose to stay home on a field trip day will be considered an unexcused absence
- Students who are not present for at least 3 hours of the school day will be considered an unexcused absence

PARENTS ARE RESPONSIBLE FOR CHECKING THEIR STUDENT'S ATTENDANCE/TARDIES ON RENWEB. THE SCHOOL IS NOT RESPONSIBLE FOR NOTIFYING PARENTS OF EVERY ABSENCE/TARDY.

Students who receive the Step Up For Students or McKay Scholarship will be in jeopardy of losing their scholarship due to excessive absences, per the State of Florida.

TARDY POLICY-ELEMENTARY STUDENTS

A student is considered tardy if they are not present in their classroom by 8:15 am.

All tardies are considered unexcused unless:

- The student has a doctor's note within 48 hours of return
- Administration has deemed an extenuating circumstances that prevented the student body as a whole from being on time. IE: reported major accident on main road, severe inclement weather

Unexcused Tardy Consequences:

- Each five (5) unexcused tardies will result in one (1) absence.
- These absences due to excessive tardies will count toward the attendance policy of 15 unexcused absences per semester will result in immediate withdrawal of the student.

ALL TARDY STUDENTS (any time after 8:15) IN GRADES K2- 5TH MUST BE ESCORTED BY THE GUARDIAN/PARENT TO FIRST CHECK IN AT THE OFFICE FOR A TARDY SLIP AND THEN MUST WALK THEIR STUDENT TO CLASS.

TARDY STUDENTS WILL NOT BE PERMITTED TO ENTER SCHOOL WITHOUT AN ADULT ESCORT.

MIDDLE AND HIGH SCHOOL TARDY POLICY

A student is considered tardy if they are not present in their classroom by 8:00 am.

All tardies are considered unexcused unless:

- The student has a doctor's note within 48 hours.
- Administration has deemed an extenuating circumstances that prevented the student body as a whole from being on time. IE: reported major accident on main road, severe inclement weather

Unexcused Tardy Consequences:

- Five (5) unexcused tardies = warning email
- Ten (10) unexcused tardies = detention (40 minutes assigned after school)
- Fifteen (15) unexcused tardies = Saturday School (2 hours assigned on a Saturday. Parents account will be

charged \$50)

TARDY STUDENTS (ANY TIME AFTER 8:00AM DURING FIRST PERIOD), MUST GO TO THE OFFICE TO OBTAIN A TARDY SLIP PRIOR TO ENTERING THE CLASSROOM. THE TARDY WILL BE RECORDED IN THE OFFICE.

TARDY STUDENTS WILL NOT BE PERMITTED INTO CLASS WITHOUT A TARDY SLIP.

Skipping class is regarded as an unexcused absence and a discipline issue. In this instance, class work will not be allowed to be made up and the student will be issued a disciplinary consequence.

MIDDLE AND HIGH SCHOOL ATTENDANCE POLICY

- All absences are unexcused unless:
 - Student/Parent turns in an official Doctor's note within 48 hours of return
 - Student/Parent turns in a Parent note due to bereavement (death in the family)
 - Administration excuses absence
- Any absence due to illness more than 3 days, requires a Doctor's note to return within 48 hours
- 15 unexcused absences in one semester will result in an automatic withdrawal
 - Parents will receive a notification at 5, 10, and 14 unexcused absences
 - Upon the 15th unexcused absence, parents will be notified to withdraw the student from OCP
- Students who choose to stay home on a field trip day will be considered an unexcused absence

Absences over 15 per semester will also be reported to the Orange County Truant Officer for all K-12th-grade students. High school students with a valid State of Florida driver's license will be in jeopardy of losing their driving privileges, as stated by the State of Florida Legislature.

Driving Privileges and School Attendance <http://www.flhsmv.gov/ddl/truant.html>

The Florida Legislature enacted requirements (Section 322.091, F.S.) that students who attend school over the age of 14 and accumulate 15 unexcused absences in a period of 90 calendar days be ineligible to receive or maintain driving privileges.

EARLY DISMISSAL

STUDENTS WILL NOT BE PERMITTED TO BE CHECKED OUT FROM THE OCP ADMINISTRATIVE OFFICE, OR THE CLASSROOM 30 MINUTES BEFORE THEIR SCHEDULED DISMISSAL TIME. IF YOUR CHILD HAS AN APPOINTMENT, YOU WILL NEED TO CHECK THEM OUT BEFORE THE 30 MINUTE DISMISSAL WINDOW. EXAMPLE: YOUR CHILD DISMISSES AT 3:00 PM, DO NOT PLAN TO CHECK THEM OUT AFTER 2:30 PM.

Phone calls alone will not be accepted to release a student from campus. The school office must receive a written, signed note from a parent (notes may be hand delivered, emailed, or faxed to the school.) The OCP fax number is 407.380.1186. Students who drive must sign out in the OCP office before leaving campus for an early dismissal. Parents of students, who do not drive, must sign their students out by coming into the school office and signing the dismissal register. If you are checking your child out of school, please call ahead to avoid class disruptions. **Student drivers who fail to sign out on the dismissal register will receive a Saturday school or suspension.**

CHAPEL ATTENDANCE

The chapel is a highly vital part of student life at OCP, attendance is required for our middle and high school students. Attendance is taken during this hour.

MS/HS ABSENCES

If a student is absent, they may make up missed work with no grade penalty (unless the absence was due to skipping in which case the student is not allowed to make up missed work). Teachers will give make-up tests and help with assignments. Students will be given one day (from the day of return) for each day of absence to make-up work. In cases where the student is

absent only on the day of a test, the student is responsible for taking the test on the first day of his/her return.

Absences for Extra-Curricular Activities:

Students participating in any extra-curricular activities must be present at school or involved in an approved school-day activity for *at least four hours* before dismissal on the day of an event. When a student leaves school early with the team, club or organization, all work (projects, homework, etc.) that is due on that day must be turned in to the teacher before leaving. Quizzes and tests must be completed the day the student returns to school or a day and time agreed upon by the teacher.

BELL SCHEDULE

A copy of the bell schedule is enclosed as **Appendix B**.

BIBLE POLICY/ BIBLICAL INTEGRATION

Elementary and Preschool students memorize Bible verses from the New King James Bible. All OCP students will have daily Bible instruction. Middle and high school students are assigned a Bible class per their grade level which meets for a minimum of fifty minutes Monday through Friday.

All teachers have an understanding of a biblical worldview, and are experienced in integrating biblical principles into their lesson plans; in all subject areas taught at OCP. All subjects will be taught in a manner consistent with Scripture.

BUS GUIDELINES

To provide safe transportation for all students, whether for a field trip, athletic function, or similar activity, students are expected to abide by the following standards of school bus behavior, which includes, but is not limited to:

- obeying the bus driver at all times
- giving your proper name when requested by the bus driver or monitor
- remaining seated at all times when the bus is moving
- remaining silent when the dome lights are on, remaining silent at railroad crossings
- refraining from bringing food, drink, and gum on the bus
- refraining from using profane language or gestures
- refraining from throwing objects from the windows of the bus
- refraining from sticking arms and heads out of the windows of the bus
- refraining from any conduct or behavior that interferes with the orderly, safe and expeditious transportation of you or other bus riders.

The OCP Discipline Policy will be followed at all events off campus, field trips, sports events, etc. If a student violates the OCP Discipline Policy off campus, or on the OCP bus, appropriate consequences will apply.

CALENDAR

OCP follows the guidelines established by the State of Florida, which requires the school to be in session for a minimum of 900 hours or 180 days. The school calendar is designed to maximize learning and minimize absenteeism. A few noon dismissals are listed on the calendar. Days off for holidays and other events are strategically placed to provide rest for the students, families, and teachers. Because absence from class is detrimental to a student's academic performance, families are encouraged to align any school year vacations with the scheduled days off. Please see the attendance section of this handbook for details.

CELL PHONES/HEADPHONES/ELECTRONIC DEVICES

Most MS/HS students carry a cell phone to school. OCP students are not allowed to have their cellphone during class time. Students will be required to check their phone in with the teacher each class period. Headphone/listening devices will not be permitted during school hours. If a parent needs to contact their student, they are welcome to call the school office. The school office will call the student out of class ONLY in case of an emergency; otherwise, the message will be delivered to the student. Also, see Electronic Devices section of the handbook for additional information.

Possession of a cell phone, and/or electronic device (device or devices) by a student is a privilege. A student may possess a device on school property, at after school activities, and at school-related functions, provided that the device remain off and is **concealed during all instructional time (including when outside of the classroom to use the restroom, etc.), other learning environments, chapel, and assemblies** during school hours. Students are not permitted to take cell phones inside any restrooms.

All MS and HS students will place their cellphone in the assigned space in the front of the classroom during each period. Students may get their cellphone from the teacher at the end of the class period. Teachers are not responsible for any damage to the cellphone or theft. If a student does not want to place their cell phone in the designated area, they may lock their phone in their locker before the bell rings for class.

If a student has their cell phone or headphones out during school the consequences will be as follows:

1. First offense- The cell phone/headphones will be given to the Dean until the end of the day. The student will receive a detention and the parent will be notified via email.
2. Second offense- The cell phone/headphones will be given to the Dean. The PARENT will need to pick up the cell phone from the front office. The phone WILL NOT be given back to the student.
3. Third offense- The cell phone/headphones will be given to the Dean. The student will be assigned to Saturday school. This will be a \$50 charge to the parent.
4. Fourth offense- Meeting with the Dean and Principal to discuss the student's enrollment status at OCP.

If the student refuses to give the device to the teacher this will be addressed as insubordination and disrespect for authority and will be treated as follows:

1. The student will immediately be sent to the Dean, and the device will be turned over to the Dean.
2. The first refusal will warrant a Saturday school at the cost of \$50.00 and the parent will need to make arrangements to pick up the device from the school office after 3:30 pm.
3. The second refusal will warrant an out of school suspension, and the student may lose their privilege to have a device on campus. The parent will need to make arrangements to pick up the device from the school office after 3:30 pm

At no time shall Orlando Christian Prep be responsible for theft, loss or damage to cell phones or other electronic devices brought onto its property. If your student brings their cell phone, tablet, computer, headphones, or iPod to school and it is lost, damaged or stolen, OCP is not responsible for providing restitution. Your student is bringing these items to a public arena at their risk.

In the case of an emergency, parents are welcome to contact their student or leave a message by contacting the OCP school administrative office at 407.823.9744.

CHAPEL / ASSEMBLIES

Chapel and assemblies are a part of the curriculum and, as such, are designed to be educational, profitable, and spiritually enriching experiences. Chapel speakers include local pastors, worship leaders, ministry leaders, Christian faculty and coaches, and student leaders. They provide one of the few opportunities in school to participate in worship, to hear a motivational speaker, to watch a drama, and to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Talking, whispering, whistling, and booing are discourteous. Parents are ALWAYS encouraged to attend.

CHEATING AND PLAGIARISM

Orlando Christian Prep expects all students to abide by ethical academic standards. Academic dishonesty—including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination—is strictly prohibited. Orlando Christian Prep’s Integrity Policy covers all school-related tests, quizzes, reports, class assignments, and projects, both in and out of class. The purpose of Orlando Christian Prep’s Academic Integrity Policy is to prepare students for the reality created by the technology explosion, for the world of college and beyond, where cheating and plagiarism have dire consequences.

Plagiarism is not the same as cooperation or collaboration. Teachers often expect, even encourage, students to work on assignments collectively. This is okay, as long as whose work being presented is clearly communicated.

- **Collaboration** is to work together (with permission) in a joint intellectual effort.
- **Plagiarism** is to commit literary theft; to steal and pass off as one’s own ideas or words, and to create the production of another. When you use someone else’s words, you must put quotation marks around them and give the writer or speaker credit by citing the source. Even if you revise or paraphrase the words of someone else, if you use someone else’s ideas you must give the author credit. Some internet users believe that anything available on-line is public domain. Such is not the case. Ideas belong to those who create and articulate them. To use someone else’s words or ideas without giving credit to the originator is stealing.
- **Cheating** includes, but is not limited to, copying or giving an assignment to a student to be copied (unless explicitly permitted by the teacher). Cheating also includes using, supplying, or communicating in any way unauthorized materials, including textbooks, notes, calculators, computers or other unauthorized technology, during an exam or project.
- **Forgery** or **stealing** includes, but is not limited to, gaining unauthorized access to exams or answers to an exam, altering computer or grade-book records, or forging signatures for the purpose of academic advantage.

Consequences for Cheating/Plagiarism

- 1st violation - Zero for the assignment, 3 demerits, Detention 3:20-4:00, and parent communication from teacher
- 2nd violation - Zero for the assignment ,6 demerits, Dean Referral, and 1 day suspension, and (if game day is not on a suspension day)

- 3rd violation - Zero for the assignment, 9 demerits, Dean referral, two day suspension, and 1 game suspension for the next game (if game day is not on a suspension day)
- 4th violation - 3 day suspension and meeting with administration with possible expulsion. No extracurricular activity for the rest of the semester.

COMMUNICATION WITH FACULTY AND STAFF

Emails are a primary source of communication for Orlando Christian Prep. It is the parent's responsibility to communicate to the administrative office if they are not receiving emails.

We strongly encourage communication between parents and teachers. However, there are times that are not ideal for the teacher to speak with a parent. Please do not contact a teacher at the door in the morning, at pick-up, or during carline. Teachers need to focus on the safety of their students and must monitor them at all times. This is not the time for discussion when the teacher is getting the class settled for the day or helping them dismiss for the day.

Please contact the teacher via email to request a conference at a convenient time for you and the teacher. Any of the following methods may be used to communicate with a staff member:

- **Face-to-Face or Zoom Conference:** If you would like to arrange a conference, please make your request in the form of an email so that time may be scheduled. Instructional time in the classroom is valuable. Unscheduled conferences prohibit teachers and administration from adequately addressing your questions and concerns.
- **Phone:** All OCP staff and faculty have voicemail extensions. When contacting a classroom teacher by phone you must call the school office and your call will be forwarded to the appropriate voicemail. Teachers will make every attempt to respond to all voicemail within 24 hours during the school week. Please keep in mind that teachers' hours are from 7:30 am until 4:00 pm and many faculty/staff also have extracurricular commitments following school hours. Therefore, it may be difficult to reach them by phone. In most cases, email is the best method for initial contact.
- **Email:** All OCP staff have email addresses. Contacting a teacher via email is recommended. Teachers will respond to all emails within 24 hours during the school week. Teachers are not required to respond to emails after school hours or during the weekend.
- **Difficulties Reaching a Faculty/Staff Member:** If you are not receiving a response to your requests for communications, you should contact that employee's supervisor

In seeking to solve any problem or misunderstanding originating in class, students and parents should follow this order of communication in discussing any issues: classroom teacher, lead teacher, dean, Assistant Principal, and Principal. Concerns involving students and classroom procedures are most appropriately directed to the teacher. Questions concerning school policy should be directed to the administration.

COMPLAINT/RESOLUTION PROCEDURE

During the year, minor conflicts may arise. This is often the result of a lack of communication or misunderstanding between those involved. The school's policy for dealing with these situations is mentioned below.

This policy is consistent with the teachings found in Matthew 18:15-16: *"If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses."*

1. All questions, problems, or complaints should first be brought directly to the classroom teacher involved by the parent.

2. If the situation is not cleared up at this level through direct contact, it should then be brought to the department lead teacher, along with the classroom teacher.
3. Only when the above steps have not brought resolution, does the problem find its way to the principal. If it is necessary, the matter will need to be brought to the assistant principal through contacting the administrative assistant.
4. Next, if matters do not resolve the matter will be taken to the principal.
5. If the matter is still not resolved after following these steps, the OCP President will be the final level of appeal. The President supports and is committed to following this biblical process for problem resolution. This meeting will be scheduled by the Principal and the parent will be notified of the date and time of the meeting.

Therefore, when a parent or student approaches one of these individuals with concern, please understand that they will direct the parent or student to follow this procedure. It is inappropriate for any staff to be approached about a concern in any manner not listed in steps 1-4 above.

Please be respectful of this policy and understand that those who may stop you from sharing your problem are doing so to preserve the integrity of this biblical model for problem resolution – not because they lack concern for you and your situation. Parents must agree to follow these steps and to attempt a positive resolution to problems and disagreements within the school community. Activities to be avoided at all times include gossiping, spreading rumors, and spreading of hearsay reports. The good reputations of other persons, and of the school are to be protected and promoted.

COMPUTER USE/INTERNET STATEMENT

The technology program at OCP provides the students with many opportunities to use a variety of new resources including the use of computers, smartphones, and personal devices to connect to the Internet on or off campus. It is understood that computer use and Internet access for OCP students is a privilege, not a right. Computer misuse includes, but is not limited to: accessing, or breaking into restricted accounts, networks, modifying or destroying files without permission, sending inappropriate messages, or pictures, viewing inappropriate pictures, cyberbullying, illegally copying software, entering, accessing, viewing, distributing inappropriate/unauthorized files or programs on, or off campus, the inappropriate school-hour use of iPods, iPads, and personal device's. All users of the computers and the internet will agree to adhere to the following Code of Ethics, which applies to both school and home use of computers:

- "I will strive to act in situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others I communicate with on the internet. I agree to follow OCP's basic rules. I will strive to apply Philippians 4:8 and Psalms 101:3 to my electronic communication."
- *Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things. -Philippians 4:8*
- *I will set no worthless thing before my eyes. -Psalms 101:3*

See also: FACEBOOK & SOCIAL MEDIA

CONDUCT AND COURTESY

Orlando Christian Prep believes that students, faculty and parents should conduct themselves with respect for themselves and one another. We believe that communication, written and verbal, should be completed with courtesy. We believe that students should respect the authority of the faculty, coach or Pastor as they conduct themselves on our campus. If a student does not agree with a faculty member, they should request a meeting with that individual and their superior to discuss and solve their dispute. Never should a student argue or contradict a faculty member in public, to another student or faculty member.

CONFERENCES (PARENT-TEACHER)

We strongly encourage communication between parents and teachers. However, there are times that are not ideal for the teacher to speak with a parent. Please do attempt to discuss a concern with a teacher in the presence of other students before, after, or during school.

If you would like to arrange a conference, please make your request in the form of an email so that time may be scheduled. Instructional time in the classroom is valuable. Unscheduled conferences prohibit teachers and administration from adequately addressing your questions and concerns..

COUNSELING

PASTORAL COUNSELING:

OCP believes in ministering to the total needs of our students, based upon Christian beliefs and practices. OCP has a campus Pastor who is available to the middle and high school students' upon request. The Campus Pastor will offer counsel based upon the Word of God and will offer prayer and support emotionally and spiritually to our students.

PROFESSIONAL COUNSELING:

If you feel your student is in need of counseling on a professional level, please contact the guidance office. We have several resources that we can share with you. These range from 100% private pay, to insurance pay, to 100% free. Many of these counseling services can also be provided at the school or even in the home.

CURRICULUM

The philosophy of the school is carried out through its educational program. Textbooks and curriculum are important factors within this framework and must be carefully chosen and formulated. In selecting classroom textbooks, both Christian and secular publishers are considered.

Curriculum committees are composed of teachers and administrators. They screen potential textbook adoptions to determine how closely they align with OCP's philosophy and objectives as well as state and nation-wide standards.

It is recognized that Christian publishers provide a distinct emphasis on Christian values and Biblical thinking. However, Secular publishers can provide excellent teacher help for skill building. These publishers may also, unintentionally, provide material which allows the teacher to guide students in critical thinking and Scriptural evaluation of humanistic values.

All books, magazines and other materials in the media center must conform to media center policy. Decisions of appropriateness are made by the librarian, classroom teacher, and administration.

DEVOTIONS

Middle and high school teachers share a short devotion with each second-hour class. This may consist of Scripture reading and prayer or daily devotional.

DISCIPLINE: PRESCHOOL & ELEMENTARY

In addition to the guidelines listed below, each grade level establishes an efficient and clear, age-appropriate classroom discipline policy. No one at OCP, including staff, teachers, or administration, administers corporal punishment. Teachers will explain these expectations to all students. At the beginning of the school year, teachers will communicate to parents the grade-level discipline policy. The levels of offenses and consequences listed below have been established to effectively handle behavior issues and consequences at the most appropriate level. All consequences are at the discretion of the teacher, or administration as to the proper level of the offense.

Orlando Christian Prep uses the philosophy of positive reinforcement, redirection, and parent conferencing to handle the discipline of preschool children. We do not at any time use the methods of humiliation, frightening, spanking or any form of physical or corporal punishment. We do not withhold food, water, rest or toileting from a child at any time.

Preschool Discipline Guidelines: (Grades K2-VPK)

LEVEL 1 OFFENSES may include, but are not limited to, the following:

Excessive talking, horseplay, repeated off-task behavior, not complying with classroom rules/expectations, and minor

disrespect. Each teacher will communicate classroom rules of the classroom to parents as well as students. Teachers will follow the classroom discipline strategies of redirection, logical consequence, communication, and documentation. When necessary, the teacher will notify the parents by phone, email, or written note.

LEVEL 2 OFFENSES may include, but are not limited to the following:

Inappropriate physical contact, blatant disrespect, inappropriate language, defacing school property, or a major disruption of instruction. These behaviors may result in the parent being contacted for a conference with the teacher and/or principal or immediate pick up to be taken home for the remainder of the day.

Elementary Discipline Guidelines: (Grades K5– 5)

LEVEL 1 OFFENSES may include, but are not limited to, the following:

Excessive talking, horseplay, repeated off-task behavior, not complying with classroom and/or school rules/expectations, minor teasing, and minor disrespect. Each teacher will give written instruction on rules of the classroom to parents at Meet the Teacher. Teachers will follow the classroom discipline strategies of redirection, logical consequence, communication, and documentation. When necessary, the teacher will notify parents by phone, email, or written note.

LEVEL 2 OFFENSES may include, but are not limited to, the following:

Excessive or ongoing teasing/bullying, name calling, blatant disrespect, lying, cheating, skipping morning care or aftercare, inappropriate language, major class disruption, and excessive horseplay. These behaviors will result in immediate referral to Dean followed by parent contact and appropriate consequence.

LEVEL 3 OFFENSES may include, but are not limited to, the following:

Fighting/physical aggression/confrontation, intimidation/threats/harassment, gross disrespect, inappropriate Internet use, defacing or damaging property, theft, and inappropriate activity of a sexual nature. These behaviors will result in immediate referral to Dean followed by parent contact and appropriate consequence.

ATTENDANCE AS a PRIVILEGE: Finally, as stated in the Parent/Guardian statement of support at the beginning of this handbook, parents understand that attendance at OCP is a privilege. OCP maintains the right to remove any student from its enrollment if OCP feels that the parent(s) or student(s) are not in harmony with the philosophy of OCP. OCP will cooperate with the home in the nurturing of the student(s). OCP reserves the right, that if at any time and OCP's sole discretion, if OCP can no longer assist the family in the nurturing of their child(ren), OCP can remove the student(s) from their enrollment.

DISCIPLINE: MIDDLE SCHOOL / HIGH SCHOOL

Good behavior arises from the heart and reveals good character. Good character displays integrity. Integrity is “doing the right thing because it is the right thing to do.” It is the goal of OCP to help develop character in students through cooperation with the home and Church. The home has been given the primary responsibility for the development of character (Deuteronomy 6:6), and the school acts as a delegated authority to reinforce Biblical values and principles. Assisting parents in the development of Godly character in their children is one of our primary philosophies. This is done by focusing on getting to the heart of the child through prayer and encouragement of good behavior and commending it. On occasion, we must also give consequences for negative behavior. It is necessary to recognize and contend with misbehavior, recognizing this is also a matter of the heart and to counsel and mentor by discouraging its frequency and intensity. It is also Biblical to provide consequences within a community for inappropriate actions (Matthew 18). It is our desire that OCP students become Christ-like leaders and would daily strive to obey the Scriptures. I Corinthians 10:31 says, “So then, whatever you do, whether in word or deed, do all to the glory of God.” In the best interest of the entire school community, so that we might all live happily together and function as smoothly as possible, certain guidelines of conduct must be maintained by all students, both on and off campus.

First and foremost, students must practice self-control. None of these disciplinary measures are taken when students display self-control. However, for those students who are unable to exhibit the maturity associated with self-discipline, it becomes necessary to use the appropriate discipline method to eliminate the problem. Therefore, we encourage students to practice self-discipline and to admonish one another in keeping the school rules and policies.

Referrals (discipline notices) are issued by staff members to the Dean of Students when a student lacks self-discipline in conjunction with the school's standards of conduct. Demerits are submitted after other preliminary methods of control by the

teacher have proven ineffective. The Dean/Administrator will take the appropriate action on consistent misbehavior problems and major violations of OCP's Discipline Policy. Attending OCP is a privilege, not a right, the OCP School Board and Administration reserves the right to ask a parent to withdraw their student at any time due to a major violation.

The decision to expel a student is made by the school administration and the OCP School Board. A student may be expelled if the parents refuse to cooperate with the school, or if the student's conduct, attitude or lack of effort makes it inadvisable for him/her to remain. A student may also be dismissed for excessive unexcused absences. Major offenses could subject a student to the immediate cause for suspension or expulsion. **"The establishment of reasonable guilt of such involvement is sufficient to cause for dismissal."** Once a student is expelled they will not be permitted on campus during school hours.

While this discipline system covers most disciplinary methods that might be used, those responsible for the disciplinary actions are not limited to the prescribed arrangements. Our desire is to use flexibility and creativity in determining the method(s) that might best meet the specific need of the offending student. OCP administration, teachers, faculty, and staff do not administer corporal punishment.

The following is a guideline:

Rewards:

Students may be rewarded for good behavior throughout the year.

Levels of Offenses:

Discipline will be determined by the level of the Offense:

LEVEL 1 Offenses are as follows:

Cheating, plagiarism, classroom disruption, disrespect, dress code violations, failure to report to detention, insubordination, misconduct, repeated misconduct, tardiness, profane/ obscene/ abusive language/material, and skipping.

LEVEL 2 Offenses are as follows:

Destruction of property/ vandalism under \$100, disrespect, fighting-verbal, forgery, open defiance, intimidation/ threats, repeat misconduct, other serious misconduct, repeat cheating, stealing under \$50, unauthorized assembly, bullying, harassment, inappropriate social media use, and inappropriate public display of affection.

LEVEL 3 Offenses are as follows:

Battery, breaking and entering*, destroying property/ vandalism (\$100-\$1,000), disrespect, extortion*, fighting-physical, fireworks, gross insubordination/open defiance, illegal organization, possession of contraband, repeat misconduct/more serious, smoking/other tobacco, vaping, stealing (\$50-\$299), trespassing*, bullying, cyberbullying, other serious misconduct, possession of instrument/object, threats, gang-related conduct* and harassment.

LEVEL 4 Offenses are as follows:

Alcohol*, arson*, threats*, battery of employee*, bomb threat/explosion*, drug possession/use*, false fire alarm*, firearms*, inciting/participating in/leading violence*, larceny/theft (\$300 or over*), other weapons*, repeat misconduct/more serious, robbery*, sexual battery*, sexual harassment, sexual behavior outside of God's plan, possession of inappropriate pictures not reported to administration, requesting inappropriate pictures, distributing inappropriate pictures electronically, or showing inappropriate pictures from a device, repeat cyberbullying, violation early reentry into the school building without teacher permission, motor vehicle theft*, vandalism (\$1,000 or over)*, drug distribution/sale*, repeat vaping, distribution of food with drugs in the ingredients, bullying/more serious, harassment/more serious.

Offenses noted with an * are reportable to Law Enforcement.

Consequences:

LEVEL 1 = 1-5 demerits- The student will meet with the teacher issuing the referral who will determine consequences for the offense: 1-5 demerits and detention, the teacher will contact the parent.

LEVEL 2 =5-10 demerits, after-school detention, parent contact AND/OR Saturday school, out of school suspension, or in school suspension.. The Dean issuing the discipline will contact the parent within 24 hours of the infraction. The cost for Saturday school will be \$50.00 or in-school suspension at \$100 will be billed to the parent's general account on ParentsWeb.

**It will be at the administration's discretion as to the student needing counseling or follow-up services.

LEVEL 3 = 10-15 demerits AND 1-5 days OSS, ISS (same fees apply). Parents will be contacted by the Dean of Students or the Administration.

LEVEL 4 =15-20 demerits AND the student will be issued an out of school suspension for up to 10 days. This administration meeting will determine if the student will face a possible expulsion after review.

- It is our goal to help students grow and mature in their behavior, so they will become all that God intends them to be. It is our prayer that this system will accomplish that goal by holding students consistently accountable for their actions and by involving the parents in the program.
- Students who are expelled or asked to withdraw are not eligible for reapplication for the following semester.
- OCP reserves the right to amend consequences when the offense deems necessary.

Demerits: A student will accumulate demerits each year as they are recorded in the disciplinary section of RenWeb. The Dean of Students will issue demerits according to the written discipline policy. If a student acquires 7 demerits in a semester they will receive a suspension, placed on a behavior plan, and mandatory weekly meeting with campus pastor for the rest of semester. If a student receives 10 demerits in a semester they will have a two days suspension & put on behavior plan with no extra curricular activities the rest of semester. If a student reaches **20 or more** demerits for the year, their discipline record will be reviewed by OCP administration, and it will be determined if the student is allowed to return the following school year or the student may be placed on a behavior contract.

Level 1 Infractions Outlined in Detail

Level 1 infractions are acts of misbehavior in a classroom, on campus or at school activities. Demerits are issued for each Level 1 Infraction. Each incident results in a meeting with the teacher issuing the referral and a consequence deemed necessary by the teacher. Infractions 1A-1K as written on the OCP Discipline Referral Form.

1A Cheating and plagiarism

1B Classroom disruption

1C Disrespect

1D Dress code violation

1E Failure to report to detention

1F Insubordination

1G Misconduct

1H Repeated misconduct

1I Tardiness

1J Profane, obscene, abusive language or profane material listed in all levels

1K Skipping

Level 2 Infractions Outlined in Detail

Level 2 infractions are violations of school policy at any time during enrollment and are not limited to school campus or activities. Level 2 infractions are listed from 2A-2O.

2A Destruction of property and/or vandalism under \$100

2B Disrespect

2C Fighting-Verbal

2D Forgery

2E Open defiance

- 2F Intimidation and/or threats
- 2G Repeat misconduct
- 2H Stealing up to \$50
- 2I Unauthorized assembly
- 2J Bullying
- 2K Harassment
- 2L Inappropriate social media/ videotaping without permission
- 2M Inappropriate public display of affection
- 2N Other serious
- 2O Repeat cheating/plagiarism (2nd offense)

Consequences of Level 2 Infractions

5-10 demerits, after-school detention, parent contact AND/OR Saturday school, in school or out of school suspension. The Dean or teacher issuing the discipline will contact the parent within 24 hours of the infraction. The cost for Saturday school will be \$50.00 billed to the parent's general account on ParentsWeb. The cost for in-school suspension will be \$125.00 per day billed to the parent's general account on ParentsWeb.

**It will be at the administration's discretion to recommend the need for counseling or follow-up services.

Level 3 Infractions Outlined in Detail

Level 3 Infractions are major offenses, often involving activity that is a violation of the law or is a gross act of disrespect toward individuals, school personnel, or property. Level 3 infractions are listed from 3A-3V.

- 3A Battery
- 3B Breaking and entering*
- 3C Destruction of school/Church property, vandalism from \$100-1,000.00
- 3D Disrespect
- 3E Extortion*
- 3F Fighting
- 3G Gross insubordination or open defiance to authority
- 3H Illegal organization
- 3I Possession of contraband
- 3J Repeat misconduct/more serious
- 3K Smoking/other tobacco/vaping
- 3L Stealing between \$50-\$299.00
- 3M Trespassing*
- 3N Bullying
- 3O Other serious misconduct

- 3P Possession of other Instrument or object used to cause harm
- 3Q Threats
- 3R Gang related*
- 3S Harassment
- 3T Cyberbullying
- 3U Repeat cheating/plagiarism (3 times)
- 3V Videotaping & posting online without permission

Consequences of Level 3 Infractions

A level 3 infraction will warrant 10-15 demerits AND 1-5 days In School or Out of School Suspension. Parents will be contacted by the Dean of Students or the administration. The cost of In School Suspensions are \$125.00 per day and will be billed to the parent's general ParentsWeb account.

Level 4 Infractions

Level 4 Infractions are major offenses, often involving activity that is a violation of the law. The administration will contact authorities when deemed necessary. Level 4 infractions are from 4A-4AA. Infractions listed with an * will be subject to an OCP school official contacting local law enforcement as deemed necessary.

- 4A Alcohol*
- 4B Arson*
- 4C Threats*
- 4D Battery of employee*
- 4E Bomb threats/explosion*
- 4F Drug possession or use*
- 4G False fire alarm*
- 4H Firearms*
- 4I Inciting, participating in or leading violence*
- 4J Larceny or theft of \$300 or more*
- 4K Other weapons*
- 4L Repeat misconduct /more serious
- 4M Robbery*
- 4N Sexual battery*
- 4O Sexual harassment
- 4P Sexual behaviors outside of God's plan
- 4Q Violation early re-entry
- 4R Motor vehicle theft*
- 4S Vandalism \$1,000 or over*

4T Drug distribution or sale*

4U Bullying/Cyberbullying

4V Harassment

4W Possession of inappropriate pictures not reported to administration

4X Requesting inappropriate pictures

4Y Distributing inappropriate pictures electronically

4Z Showing inappropriate pictures from a device

4AA Repeat cheating/plagiarism (4+ times)

Consequences of Level 4 Infractions

A level 4 infraction will warrant 20 demerits, AND the student will be issued an out of school suspension for up to 10 days, or an expulsion depending on each situation. The student and their family will be required to attend an OCP School Board meeting. This meeting will determine if the student will face a possible expulsion after review.

- It is our goal to help students grow and mature in their behavior, so they will become all that God intends them to be. It is our prayer that this system will accomplish that goal by holding students consistently accountable for their actions and by involving the parents in the program.
- Students who are expelled or asked to withdraw are not eligible for reapplication for the following semester. • OCP reserves the right to amend consequences when the offense deems necessary.

4W-4Z In relation to inappropriate pictures on cell phones, there are detailed steps in the discipline policy: The first time a student asks for pictures / sends pictures / shows another inappropriate student pictures on their cell phone; they will receive a three-day suspension. A student will have 48 hours to produce any inappropriate pictures sent to them unsolicited without penalty. The second time they ask for pictures/ send pictures/ show inappropriate pictures to another student, they will be asked to withdraw from the school.

Disciplinary Probation:

Students may be placed on disciplinary probation for accumulating excessive demerits (20 or more), committing a major violation, reaching a level 3 in the system, or any other offense that the administration deems sufficient. The terms and duration of the probation will be detailed on the contract signed by the student, parents(s), Dean and administration. At the end of the probation period, the student will be reevaluated, and the probation status will be lifted or extended. In cases where a student responds poorly to probation, withdrawal or dismissal may be necessary.

Restoration Plan:

We desire to model Christ-like leadership by showing grace and mercy when we see students **recognize** sin, show **remorse**, and display **restoration** through communication and making better choices. It is the intention of the OCP staff to restore students lovingly with mercy and grace. We are committed to doing this through prayer, modeling, and mentoring. The restoration guidelines are as follows:

1. Identify the offense at both the beginning and end of discipline.
2. Assist the student in verbalizing why the offense was inappropriate and/or harmful.
3. Notify the student's teachers/coaches of the discipline term, but not the nature of the offense.
4. In the case of long-term suspension or expulsion, the Dean of Students will (with parental permission) assign a mentor to discipline and maintain contact with the student for the duration of the suspension/ expulsion period.

At the end of the disciplinary period, the Dean of Students will:

1. Conduct a re-entry interview with the student and at least one parent.

2. Assist the student in identifying a plan to ensure improvement.
3. Remind the student of their importance in the OCP community.
4. Explain that the student is on disciplinary probation and its ramifications, if applicable.
5. Engage in a time of prayer in which the Dean of Students and parent(s) pray for the student, and the student prays for any whom they have offended as well as themselves.

ATTENDANCE IS A PRIVILEGE: Finally, as stated in the Parent/Guardian Statement of Support at the beginning of this handbook, parents understand that attendance at OCP is a privilege. OCP maintains the right to remove any student from its enrollment if OCP feels that the parent(s) or student(s) are not in harmony with the philosophy of OCP. OCP will cooperate with the home and in the nurturing of the student(s). OCP reserves the right, that if at any time at OCP's sole discretion, the school can no longer assist the family in the nurturing of their child(ren), OCP will remove the student(s) from their enrollment.

DISCIPLINE: OFF-CAMPUS

OCP reserves the right to suspend or dismiss a student for misconduct on or off the school campus, and without regard for whether the form of misconduct is identified specifically herein, and without regard for whether it is specified as improper off-campus. While OCP has no control over student activity off campus which is not OCP-sponsored and does not supervise student conduct off campus during an activity which is not OCP-sponsored, misconduct during such activity may come to the attention of school authorities and may result in the administration of discipline, including suspension or expulsion.

Students shall self-report within forty-eight (48) hours to the school office any arrests/charges for any off-campus activity. Such notice shall not be considered an admission of guilt, nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. Also, students shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, placement upon probation, or entering a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, the school shall comply with the confidentiality provisions of Sections 943.0585(4) (c) and 943.059(4)(c), Florida Statutes.

DRESS CODE

DRESS CODE GUIDELINES FOR K2-5TH AND 6TH-12TH GRADE STUDENTS

The standards of dress at Orlando Christian Prep are based on Biblical absolutes and principles found in the following Scriptures: 1 Timothy 2:9, 1 Corinthians 10:31, and 1 Thessalonians 5:21-22. We believe that these verses have practical applications to the dress and grooming of our students. God is glorified when we dress and conduct ourselves in good taste and with modesty.

Students at OCP wear attractive polo shirts or t-shirts with the OCP logo purchased from Dennis Uniforms. Current year's spirit T-shirts are worn on **Friday only** and may be purchased from the school office.

- All students in grades K2-12th grades may wear any brand navy, black, or khaki colored pants or shorts.
- Girls in grades K2-12th grade wear navy, black or khaki colored pants, capris, skirts, and jumpers (no shorter than 3 fingertip length above the knee). Leggings are not pants and may not be worn as such.
- Uniform shirts are to be purchased at Dennis uniform and worn each day.
- Outerwear worn in the school buildings must be OCP branded
- Current year's World Hope Wednesday shirts may be worn on Wednesday's only

The school uniform at OCP is intended to provide neutrality for all student clothing (economically and socially) , limiting the distractions associated with a non-uniformed school environment. OCP administration has the right to determine any trend, fashion, or fad inappropriate for school or school activities. Students are expected to adhere to the guidelines of the OCP dress code while on campus for sports, fine arts, special events, or academic activities. Students are also expected to adhere to the dress code during any OCP sponsored, or school event off campus. School uniforms are not required. However, the length of shorts, dresses and the standards of modesty are to be adhered. The administration has the final authority to decide the

appropriateness of an outfit on campus and at all OCP events. OCP will offer a uniform resale during the “Meet Your Teacher” event for parents and students. All items will be on sale for \$5.00 each to benefit our sports program.

Parents who volunteer at school or who are on campus for any duration of time are expected to follow the same dress code guidelines as students and faculty/staff. Student, Faculty and Parent guidelines are as follows: length of dresses or skirts should be just above the knee and blouses/tops that are low cut, see through, or that do not cover the stomach are not allowed.

Hair:

- Hair color must be a natural color.
- Boys hair should be cut above the shoulder and over the ears with bangs no longer than eyebrow length.

Any hair covering eyes or shoulders needs to be pulled up and away from their face.

Jewelry:

- Boys may not wear earrings during school hours or while participating in any school event, including, but not limited to sports practices and games, formal events or graduations.
- Boys or Girls are not allowed to have these types of piercings (nose piercings, tongue piercings, or any other body piercings are not part of the OCP dress code policy)

Foot Wear:

- Middle and High school students must wear shoes with backs.
- Elementary students must wear closed-toed shoes with backs.

Tattoos:

- Tattoos that are deemed inappropriate by administration must be covered at all times.

We believe that students were created in the image of God, male and female. We believe that dress code and clothing should conform to one’s biological sex. The use of restrooms, locker rooms, and changing facilities will conform to one’s biological sex and all students should abstain from all intimate sexual conduct outside the marital union of one man and one woman. Genesis 1:27 and 1 Corinthians 7: 1 & 2.

OCP Formal Wear Dress Code

Girls: All dresses must be pre-approved by administration or a high school teacher.

Boys: Suits and dress clothes are appropriate formal wear for OCP formal functions.

DRUG AND ALCOHOL POLICY

Drug Prevention Policy (Communicated in writing at the Meet Your Teacher Event in August)

Orlando Christian Prep, also referred to as OCP, is dedicated to academic excellence, the personal growth, and well-being of its students IN A CHRISTIAN ATMOSPHERE. This mission requires a school environment that is safe and drug-free to maximize the learning potential of its students. OCP implemented this drug prevention program, in 2013, for one PRIMARY purpose – to provide our students with a resource they may draw upon when faced with choosing for, or against drugs. Some can make that choice on their own without any fear of social pressure, but some are not. We hope this program will help their decision-making in this crucial area. We also want to protect our students from the influence of those who participate in illegal drug use. We want to maintain the right environment for our students.

Parents are responsible for the payment of the drug testing at OCP. A fee of \$45 will be charged to the student’s general account on ParentsWeb.

OCP has a mandatory drug testing program for all students in grades 8-12 and all employees. The program is designed to prevent illegal drug use by students. It is based on a structure that assists, rather than punishes, students on the first offense. It is intended to empower parents with valuable information for active participation in this instance. OCP insists on a drug-free

environment. The possession or use of illegal drugs or the misuse, abuse, possession or use of illegally prescribed drugs or other substances, including alcohol and tobacco, by an OCP student at any time does not promote the general welfare and reputation of OCP, its students or the community. Thus, OCP will not tolerate the possession, or use of illegal drugs, vaping, or the misuse, abuse, possession, or use of illegally prescribed drugs, or other substances, while being a student of OCP. OCP will take disciplinary action as it deems appropriate.

Procedures Applicable to Mandatory Testing and Universal Drug Testing

MANDATORY TESTING:

OCP reserves the right to require students suspected of using illegal drugs, alcohol or any other substance abuse to undergo a drug test and/or be evaluated at any time by a physician or medical technician. The suspicion may be based upon any information considered reliable by the Administration at its discretion. OCP will keep the sources of such information confidential. Parents will be notified, if positive, after your student has been tested.

Also, OCP reserves the right to require students to be evaluated at any time by a physician or medical technician if any of the following occurs:

1. Observed behavior or change in performance
2. Reckless driving
3. Any major disciplinary infraction as defined by the administration
4. Chronic tardiness or absences from school
5. Being off campus without permission
6. Violation of any criminal law

By execution of the signature page of the OCP Handbook, students and parents agree that:

1. Students shall submit to hair, saliva and urine tests (when necessary).
2. Students and their parents understand the purpose and reason for the tests, and give their consent to said testing.
3. Students and their parents will hold harmless Orlando Christian Prep and its employees, agents and representatives for any loss sustained as a result of said testing, including the negligence (but not gross negligence) of Orlando Christian Prep and its employees, agents, and representatives.
4. Students and their parents waive any privilege or confidentiality that might exist or come into existence on said testing, including, but not limited to, any Doctor-Patient relationship. This waiver shall be limited to Orlando Christian Prep, and Orlando Christian Prep will not publicly disclose the results of any such testing except as may be ordered by a court of law.

Universal Drug Testing Program

The school reserves the right to require universal drug testing of all students in grades 8-12 as follows:

1. Every student will be tested within the first 100 days of school.
2. Some students may be randomly selected for additional tests during the academic year.
3. Any student testing positive on the initial or on any subsequent test will be re-tested after that at the discretion of OCP. All follow-up testing will be at the expense of the student's parents.
4. New students may be initially tested within their first 100 days at OCP, and are subject to re-testing as described above.

A. Testing Method – The testing method will be a hair, saliva and/or urine test. Each sample will be analyzed for some substances, including, but not limited to cocaine, OPI (an extended opiate panel to include codeine, oxycodone, hydrocodone, dihydromorphone (Dilaudid), etc. K2 (synthetic canthinones), EtG (ethyl glucuronide) and bath salts (canthinones), opiates, marijuana, methamphetamines, and alcohol.

B. Hair, Saliva and Urine Collection Procedures

Each student will be assigned a unique identification number. The Third Party Administrator for Drug and Alcohol Services, also known as TPA, will process all testing and will maintain the chain of custody. The President of OCP and his administrative office will be the only people privy to the identification numbers.

C. Confidentiality and Dissemination of Results

1. All sample collections and results will be identified by the unique identification number of the student. No names will be recorded in the collection bag or the test results.
2. The TPA will confidentially provide positive test results to the President of OCP, and his administrative office, and to no one else.
3. Parents will NOT be notified if a test is negative. OCP will notify the student's parents of a positive result within seven calendar days of receipt of test results by the school.
4. All test results of students will remain strictly confidential between the student(s), his/her parents, the President of OCP and his administrative office, and the professional counselor selected to provide services to the student and the family.
5. Minus a court order, no test result of any student will be disclosed to any person or agency beyond the individuals identified above without the written consent of the student's parent.

D. Notification of the student's parents of the positive result. If a student testing positive wishes to dispute the test result, he or she may do so within ten days of notification.

1. Re-tests will be at the expense of the student's parents unless the re-test demonstrates that the initial test gave a false positive result.
2. Re-tests must be processed by the appointed TPA using the same collection procedures as in the initial test.

E. Consequences of a Positive Result

1. OCP will not initiate criminal charges or other legal action against the student or the student's parents based solely on a positive illegal drug test obtained in the universal testing program.
2. OCP will require a conference between the parents of a student testing positive and the President of OCP.
3. OCP will require that any student who tests positive and the parents of any such student obtain a substance abuse evaluation. The evaluation must be through the TPA unless otherwise approved by OCP.
4. **All costs for the counseling are the responsibility of the parents.** A student who has tested positive for the first time on a test administered in the mandatory or universal drug testing program will continue normal school activities unless directed otherwise by the parents or counselor.
5. Any student who tests positive may be removed from all leadership positions and potential OCP recognitions.
6. Any student who tests positive in the mandatory or universal testing program will be re-tested randomly after the first test and after that at the discretion of OCP until graduation or until the student is no longer enrolled at OCP.
7. A second positive test at any time will result in the student and parents going before the School Board of OCP to determine if the student will be allowed to remain at OCP.
8. Any student who has tested positive on a test administered in the mandatory or universal drug testing program for the first time remains subject to all other disciplinary policies and procedures of OCP.
9. Seniors who test positive for the first time with less than 100 days of school remaining must successfully pass the second test before the school issuing his/her diploma.

Drug Policy: Community and Parental Responsibilities

For the welfare of students and the school and to promote and insist on a drug-free environment, the entire OCP community, including parents and guests, should not be in possession of or under the influence of alcohol or illegal drugs during any activity on OCP's campus or at any OCP event, athletic or otherwise. Furthermore, it is important that our parents do not condone or allow our students to consume alcohol or any illegal drugs. The cooperation of parents and guests is needed to send a message to our students about the school's position.

DUAL ENROLLMENT

Qualifying juniors and seniors may be permitted to take online dual enrollment course work through a local community college. Students must first get permission from guidance to apply and then are responsible to complete the application and enrollment process. If for some reason a student drops a dual enrolled class, the student must report their situation to the Guidance Counselor immediately as it may affect their graduation requirements. Students will be required to take an equivalent class on campus to ensure meeting graduation requirements.

Qualifying seniors may also be enrolled in our on-campus Dual Enrollment courses through Southeastern University. The courses offered on campus may change from year-to-year and are not guaranteed.

DE courses offered at OCP through Southeastern may not be taken through online dual enrollment unless the course does not fit into the student's schedule.

All courses taken via Dual Enrollment will be included on the student's official transcript regardless of the final grade.

OCP Policy for Online Dual Enrollment Courses:

JUNIORS AND SENIORS ONLY

Valencia: To be considered for Valencia DE

- All Graduation Requirements met thus far
- Course cannot be used to meet an OCP graduation requirement
- Course Approval from Guidance Counselor
- GPA: 3.5 and up
- *PSAT 9/10 Score: 1000 (for 10th graders enrolling for next year)
- PSAT/NMSQT Score: 1000 (for 11th graders enrolling for for next year)
- Application complete
- Pass both sections of the Pert Test

SEU:

- All Prerequisites met thus far
- Course cannot be used to meet an OCP graduation requirement
- Course Approval from Guidance Counselor
- GPA: 3.5 and up
- PSAT 9/10/NMSQT Score: 1000 or higher
- SEU: Application complete

EARLY CHECKOUT

Students are encouraged to be in attendance for the entire school day unless unavoidable circumstances require their early dismissal. End-of-the-day activities are just as important as beginning-of-the-day activities; therefore, early checkout by students is given the same consideration as excessive tardiness and may result in disciplinary action by the Dean of Students.

Parents are discouraged from checking out students for the following reasons: doctor or dentist appointments that can be scheduled outside of school hours. **STUDENTS WILL NOT BE PERMITTED TO BE CHECKED OUT FROM THE OCP ADMINISTRATIVE OFFICE, OR THE CLASSROOM 30 MINUTES BEFORE THEIR SCHEDULED DISMISSAL TIME. IF YOUR CHILD HAS AN APPOINTMENT, YOU WILL NEED TO CHECK THEM OUT BEFORE THE 30 MINUTE DISMISSAL WINDOW. EXAMPLE: YOUR CHILD DISMISSES AT 3:00 PM, DO NOT PLAN TO CHECK THEM OUT AFTER 2:30 PM.**

If it becomes necessary to check your student out of school before dismissal, please follow the checkout

procedures:

1. If you know ahead of time, present a note detailing your reason to the school office.
2. A parent or guardian must sign the student out in the school office before picking up their child. The school office will call the classroom to have the student ready for dismissal, and the parent will need to pick up their preschool child from the classroom. When checking a student out from a specialty class, the parent must present a pass from the office to the specialty teacher.
3. If returning to school after an early checkout, a parent or guardian must sign the student in at the school office.

High School (Grades 9-12) students in grades 9-12 may sign out at the school office with a note.

1. Bring a note from a parent/guardian stating the time needed to leave school and a phone number where the parent can be reached.
2. Students may not sign out of school unless the school secretary is there to verify their departure via note or phone call.
3. If a note is not presented a parent or guardian must sign the student out at the attendance office before leaving school. The student will be called from the classroom to meet the parent in the office. Parents are asked not to go to the student's classroom to pick up the student.
4. When returning to school after an early dismissal, you must check back in with your student's teacher (preschool and elementary may take your child to their classroom after admittance from the school office, middle and high school students will report to their current class hour teacher).
5. Students are not allowed to sign out early on the days of special programs, or chapel without parental permission.
6. Students traveling on athletic teams or field trips do not have to do the early dismissal procedures. Their dismissals will be handled by their coaches/teachers.

Any student leaving campus for ANY REASON without following appropriate procedure will be considered truant and subject to disciplinary action (suspension).

ELEVATORS

OCP's gym is equipped with an elevator for students who are physically unable to climb stairs. With a parent/s or doctor's note arrangements will be made for the student to use the elevator if necessary. Special permission must be granted for elevator use.

ELIGIBILITY FOR ATHLETIC PARTICIPATION

- Middle/High School (Grades 6 – 12)
- Eligibility applies to athletics, music, drama or any other activity where students represent the school publicly. Eligibility will abide by the following guidelines set forth by the Florida High School Athletic Association and /or Orlando Christian Prep. Students must:
 1. Be enrolled as a full-time student at Orlando Christian Prep or home-schooled
 2. On the first day of the school year, students must be at his/her proper grade level and on schedule to graduate.
 3. Maintain a 2.0 cumulative G.P.A.
 4. Maintain satisfactory marks in conduct (E or S).
 5. No student who is enrolled or connected with any other school other than the one he/she represents shall take part in any athletic contest.
 6. All student athletes who are participating at the varsity level shall be subject to the FHSAA guidelines.
 7. Every student must attend four hours of school in the day to be able to participate in extracurricular activities for that day. This does not apply to when the student has received a pre-arranged excused absence for a portion of the day.

Students will be unable to participate in practice or events due to the following conditions:

Ineligibility due to grades

1. The student must have a 2.0 cumulative GPA. Failure to do so will result in not being able to participate (practice or events) for the next semester.

Out of school suspension

1. The student will be unable to participate from the start of the suspension until the student returns to classes.
2. This may include evening and weekend events.

Students suspended from participation shall not be permitted to participate in any event related activity including practice, dress out or travel to the event with the team or group.

EMERGENCY SCHOOL CLOSINGS

OCP has a Parent Alert System to send text messages to parents and guardians in the case of emergencies. OCP follows the Orange County Public Schools regarding Emergency School Closings. At times, emergencies such as severe weather, fires, power failures or law enforcement issues can disrupt operations. In extreme cases, these circumstances may require the closing of the school.

EXAMS

Middle and high school students take semester exams. Semester 1 exams are administered the week before the Christmas break. Semester 2 exams are administered during the final week of each school year. Senior exams are administered before the senior class trip annually. There are no excused absences or makeup exams offered if a student is absent during the scheduled exams unless it is approved by the administration. Students who are absent from their midterm or final exams will receive a 0% for the exams they miss. Students who cheat on an exam will receive a zero for their exam grade.

EXTENDED CARE PROGRAM (AFTER SCHOOL PROGRAM)

OCP after school program offers quality care for students after school. The experienced staff provides an environment that your child will find secure and comfortable. We try to provide something different and enjoyable for them to do each day with supervised free play, games, movies, arts, and crafts, as well as time set aside for homework. SEE APPENDIX D for additional

information.

Note: Supervised “Before School Program” begins each school day at 7:00 am.

K2, K3: Tuition includes care from 7am until 6pm

If a parent is late picking up after 6:00 p.m., parents will be charged \$2.00 per minute. Our Afterschool staff have families and their time is valuable as well.

K4 –5th Grade After School Program:

- 3:20 p.m. until 6:00 p.m. every Monday, Tuesday, Wednesday, Thursday
- 2:20 p.m. until 6:00 p.m. on Friday

Please note there is an additional fee after 3:20 pm daily and after 2:20 pm on Friday. If a parent is late picking up, they will be charged \$2.00 for each minute after 6:00 p.m. Our Afterschool staff have families and their time is valuable as well.

In this social setting, children are encouraged daily to make new friends and to practice God’s love, kindness, and compassion toward others. Specialty classes such as ballet, karate, and drama are available on various days. Homework time has also become an essential part of our program. Thirty minutes is set aside for 1st – 2nd grade students and at least one hour for 3rd – 5th grade students each day.

Middle School:

Students in grades 6 –8 who remain on campus after 3:30 must report to extended care. There is an additional fee for this service. If a middle school student is the sibling of an athlete, the parent will not be charged for the Aftercare program. *** *The Afterschool Program is closed for Middle School students on all official holidays, as well as school holidays. Please check the school calendar.*

High School:

If the student leaves campus for any reason, they may not return. The exception to this is returning to attend an event held on campus.

Registration and pricing information will be made available at the beginning of each school year. Charges for the Afterschool Program are billed on a daily or monthly basis.

FACEBOOK & ALL SOCIAL MEDIA

Parents also need to remember that any negative comment posted on social media concerning the school, hurts their student’s school. If a parent has a concern, it should be discussed with administration first as most concerns are misunderstandings. Any social media group, or account that is created without the request being made to our communications director will require deleting that account. If an outside account is created that doesn’t comply with OCP’s guidelines, that student will have disciplinary action.

FACILITIES

Sharing of Facilities: In addition to the buildings on the School campus, OCP uses the facilities of Orlando Baptist Church for Preschool/Elementary/Middle/High School classrooms and special functions. All facilities are multi-use and have specific charges/guidelines that have been approved. Since any given room or area may be used by two or more different groups over a twenty-four hour period, it is critical that the buildings, grounds, and parking areas be maintained in constant readiness at all times. Maintenance crews at Orlando Baptist Church work diligently to maintain the facilities. The school co-exists with numerous church activities, and there are some jointly agreed upon regulations which all staff must abide by. Students and faculty are expected to keep their areas neat and clean at all times. These regulations exist for the express purpose of maintaining harmony between all of the various groups involved in the use of the facilities and will be vigorously enforced.

Use of Facilities: For safety/security, upkeep expense, and for organization purposes, the use of OCP and Orlando Baptist Church facilities is managed using specified requirements. These include calendar day and time approvals, insurance coverage approvals, a specified OCP event “host” approval, the Athletic Director’s approval for athletic-related facilities, and approvals by the administration for academic-related facilities. Use of OCP facilities that are shared with Orlando Baptist Church requires a coordinated calendar booking with both the OCP and OBC calendars and room schedules. Calendar posting and updating are

handled by the secretary of Orlando Baptist Church. All requests to use OBC facilities (athletics, classrooms, etc.) by parents or outside interests must be presented to Orlando Baptist Church in writing. Specific costs and requirements will be provided when requesting use of facilities in writing. Documents are available in the church office.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

This law provides for limited access to the student's records by the person who has legal responsibility for the student. The parent or legal guardian has the right to challenge any misleading or inaccurate information contained in the student's records. The parent or legal guardian may, for the necessity of obtaining written permission for the "eligible student" (one who is 18 years of age or older, or from the person who has legal responsibility for the student) prior to revealing the contents of the student's records to other parties, and for the right of "eligible students" and/or those legally responsible for the student to be notified of their rights under the prescriptions of this law. To comply with the prescriptions of this law, OCP employs the following policies:

1. To secure the student's and the family's right to privacy within the school, only the administration and designated school personnel, in the fulfillment of their respective functions, may have access to the student records.
2. Outside of the school community, only the person(s), usually the parent(s) or legal guardian, who have legal responsibility for the student, may have access to the student records. Any parent or student desiring to inspect their records shall address the request to the school office in writing.
3. With the exception of "directory" type information (name, address, and phone number) OCP will not release information contained in the student's records to other parties without the prior written consent of the person legally responsible for the student. This written consent is recorded by the school's record release form.
4. The school is authorized to release the information contained in the student's records without permission to certain federal, state, and local authorities in the performance of their functions and to the court or law enforcement officials, upon the issuance of a subpoena or court order.

FIELD TRIPS/CLASS TRIPS

Education is not limited to the four walls of the classroom. Field trips are to be planned, the rule of thumb is three weeks' notice. Advanced notice will allow the parent time to plan to attend if they wish, and it will assist in saving the money for the trip. Teachers may choose to take their class to an off-site location for firsthand experiences. To participate in a field trip, a student must have on file a signed permission form from his/her parents and must have earned the right to attend. A student must demonstrate that he/she has the discipline to obey the rules and regulations that are necessary to have a safe and successful trip to earn the right to participate in the event. Any faculty member, with the consent of the OCP administration, may choose not to take any student who has demonstrated a lack of self-discipline and may be a potentially disruptive influence on a trip. Parents will be provided with all information concerning the trip and adequate chaperones will be acquired. **ALL parents attending a field trip will be required to submit to a background check and must report to the OCP administrative office to pay \$12.00 for the background check to be performed.** General Field Trips: Schedule and applicable fees will be available from the classroom teachers.

FINANCE POLICIES

One of our organizational values is stewardship. As parents and students, it is important that we understand that strict accountability measures are put in place to provide for the stewardship of our resources. The financial statements of Orlando Christian Prep are audited annually. The annual budget of OCP proceeds through the same process as other ministries of Orlando Baptist Church. Each year OCP sets the tuition and fee amounts that meet the school's needs to provide the most excellent educational program in the most cost-effective way possible. The tuition schedule for the current year is available upon request.

OCP students with an outstanding balance on their account for tuition, lost books, aftercare charges, etc., will not be issued or have access to report cards, transcripts, or diplomas. Records will not be forwarded to another school until all financial obligations have been satisfied. Tuition assistance is available upon request through Family Financial Needs Assessment (FACTS). The tuition assistance policy has been reviewed by a third party (FACTS) and approved by and according to the rules of the FHSAA and of Orlando Baptist Church. Tuition assistance is granted through a combination of endowments, seasonal gifts, and need-based discounts. Assistance is equitably disbursed through FACTS. Names of those receiving tuition assistance will be kept confidential. Further information on this tuition assistance is available through the Business Office.

Prompt payment of your account is essential to the operation of the school's financial obligations. So that you are well informed, have knowledge of and have an understanding of our policies we have outlined them for you. They are as follows:

Payment Options:

Annual Tuition – 1 payment, paid in full by July 1st (5% discount)

Monthly Tuition – Must be set up and paid through FACTS Tuition Management Company. This is completed at the time of enrollment.

Delinquent Accounts:

Ten days past due – A friendly reminder will be sent, via e-mail, Friday folders and or notice sent in the mail.

20 days past due – Placed on financial probation until your account is brought current. During this time your student will be unable to participate in sports, field trips, fine arts or any other extracurricular school activities. Also, complete access to ParentsWeb will be suspended.

30 days past due – Student Suspension for Non-Payment. Your Student will be unable to attend classes until the account is brought current.

In addition to the above steps NO report cards, diplomas, awards, yearbooks, transcripts of records will be given or transferred until accounts have been paid in full. Documents such as birth certificates, physical forms, and shot records will be returned at request.

Returned Checks, Transactions, and Late Fees:

You will be charged a \$35.00 NSF fee on all returned transactions. FACTS MANAGEMENT also charges a fee if your payment fails to go through.

Refunds:

Application, enrollment, registration, and testing fees are non-refundable.

Early withdrawal – If a student is withdrawn for any reason by OCP or the parent after June 1st, you agree to pay the full tuition for the entire first semester. If the withdrawal occurs after November 1st, tuition will be owed for the entire academic year.

Additional Charges:

McKay and Step-Up Scholarships – Parents are responsible for any unpaid portion that the scholarship fails to pay.

Standardized Testing:

The cost of standardized tests is covered in the price of tuition. However, if a student deliberately fails, cheats, or has a discipline issue during the test, you will be charged a fee to cover the full price of the test and the proctor. There may be additional charges for materials, re-scoring and any other expense incurred for this inconvenience.

FINANCIAL AID

Orlando Christian Prep uses Facts Financial Assessment (FACTS) which is a third party organization that is entirely objective and confidential, as well as approved by both FACCS and FHSAA. "The goal of FACTS is to assist the next generation, regardless of the income of their families, to be able to attain a biblically based Christian education." FACTS assists OCP by providing financial needs assessment of parents who apply for financial aid.

FINE ARTS

Artwork Policies: All original student work, produced at school, whether graphic, written or performed, is considered the property of Orlando Christian Prep. The school reserves the right to print and reproduce copies of the student work for sale and display in an effort to continue to fund the training of students in a performing fine arts area. This policy also protects the amateur status of the serious fine arts student until such a time as he/she is ready to assume the responsibilities of a professional artist.

1. All original work produced by the student within the school and under the instruction of an Orlando Christian Prep's instructor will be returned to the student at the end of the school year. The student is not permitted to sell any original work or a copy of original work while holding the status of the student at Orlando Christian Prep. The sale of original work or copies of an original work by a student may result in his removal from the Fine Arts Department or even dismissal from school.
2. Once a student has graduated, transferred or otherwise left Orlando Christian Prep, he will be granted by Orlando Christian Prep non-exclusive rights to any work done while at Orlando Christian Prep. These rights are non-exclusive: Orlando Christian Prep will maintain the right to reproduce from a copy any student work for resale or display while allowing the student to do the same from the original.

Visual Arts: The visual arts are a means to communicate ideas, concepts, and emotions visually; they are a way to express beauty and a powerful media for telling stories. God gives people gifts in art, commanding and inspiring them to use their artistic gifts to glorify God and instruct his people (Exodus 31:1-11).

High School: A biblical perspective in our visual arts curriculum enables the student to appreciate and enjoy the abundant beauty of God's creation. We teach related skills of observation, critique, and synthesis; and sharpen critical thinking skills that enhance success in core subjects. Our students study artist's styles as well as create art in drawing, painting, ceramics, and in two and three-dimensional design. Our Advanced Visual Arts class in the High School explores conceptual content and increased exposure to media. Our long-term goal is to encourage an appreciation for the arts as a gift from God. We hope our students will use their gifts – beyond the OCP campus – to the glory of God, their Ultimate Creator.

Performing Arts: Performing Arts at Orlando Christian Prep include choir, music, and theater. In each of these artistic disciplines, students develop knowledge, skills and an appreciation for creative expression, and learn to evaluate music and drama through the grid of a Christian worldview, as is developmentally appropriate. At OCP, we recognize the challenge that parents face in teaching their children to discern the many messages they face each day through music lyrics, movies and other forms of media. A partnership between home and school will provide a solid base for making godly choices in the areas of performing arts, visual arts, and media. Beyond discernment, we determine to train our young leaders to be influencers in the realm of the performing arts. Students must be able to compete with a quality of musicianship or dramatic ability that not only allows them to express their God-given talent in a way that is skillful and aesthetically pleasing but provides them with a platform to share their faith. Our students compete in district and state competitions of the Florida Association of Christian Colleges and Schools (FACCS). Students who are enrolled in choir or theater are required to participate in all plays and musicals.

FLORIDA VIRTUAL SCHOOL

Florida virtual school courses are offered when a student's required course schedule cannot be accommodated. If there is a course that a student desires to take through FLVS that enhances their academic portfolio, not offered at OCP, they may submit a request for approval. The fee for FLVS is \$267 per half credit.

FOOD AND DRINK

Students are only allowed water in a bottle with a cap on it in the classroom, or hallways. Special classroom events involving food must have administrative approval.

FOOD SERVICES

OCP offers lunches for Orlando Christian Prep staff and students and may be purchased through the ParentsWeb account. Orders must be completed by the Sunday evening before each week. Secondary students may order individual lunch items online through the ParentsWeb system.

To prevent excessive clean-up students are to keep their food and drinks on the dining tables. Students will be given the opportunity to be good stewards of the facility by assisting with lunch cleanup as directed by the supervising teacher. Therefore, all students will participate in lunchroom clean-up at the direction of the teachers.

FORMAL EVENTS

If an OCP student chooses to invite a non-OCP guest to a formal event or banquet, the guest must currently be in high school or an OCP alumnus. The guest must fill out a request to attend form which may be obtained in the Administrative Office. The guest must also adhere to the OCP Formal Dress Code Policy.

Orlando Christian Prep does not endorse, promote or encourage students to attend "after parties" following any formal event. Parents who permit their children to attend must understand these events are not school sanctioned and should take all precautions necessary to educate themselves as to the level of adult supervision, type of activities, safety/security of facilities, etc. OCP cannot and will not assume responsibility for such events.

Please see OCP Formal Dress Code Policy in the Dress Code section.

FUNDRAISING/CLUB FINANCES

Any class, club or another school-related group (athletics, fine arts, etc.) involved in fundraising must clear its project through the Administrator. Such activities are potential sources of conflict and must be coordinated according to an overall master plan. All club/class money and accounts must be maintained in OCP school activities account specifically for the purpose of the activity. No separate bank accounts may be managed by any student organization. OCP prohibits students from selling or soliciting door to door. Our concern is for the safety and wellbeing of our students.

GRADING

A serious attempt is always made to provide parents and students some evaluation of students' progress that is consistent and meaningful. Students' grades may include test scores, quiz scores, homework, notebook checks, labs, projects, reports, and term papers. Progress reports are paperless.

OCP GRADING SCALE

A=90-100
B=80-89
C=70-79
D=60-69

OCP HONORS WEIGHTED QUALITY POINTS

A=4.5
B=3.5
C=2.5

D=1.5

AP AND DUAL ENROLLMENT WEIGHTED QUALITY POINTS

A=5.0

B=4.0

C=3.0

D=2.0

GRADUATION

1. Please see guidance counselor for details, each graduating class' requirements change from year to year. Students are required to complete a minimum of 28 credits to graduate. Bible will be waived for the year(s) that transfer students were not in attendance at Orlando Christian Prep.
2. Students must be enrolled in five core academic classes (English, Math, Science, History, and Bible) per year.
3. Credits that count toward graduation begin in the eighth or ninth grades. Advanced courses taken at earlier grades (Algebra I or Spanish I) in middle school (grades 6-8) do count in the credits toward graduation. The student's math or foreign language requirements for graduation are not reduced. The purpose of taking advanced courses in grades 6-8 are to make available extra time for more advanced work in grades 9-12.
4. A student must have taken and passed four state-accepted math courses.
5. A student must have taken and passed 4 Bible courses.
6. Students must have taken and passed English I-IV.
7. Students must have taken and passed five social studies courses, including Economics and American Government.
8. Students must have taken and passed four state-accepted science courses.
9. Students must have taken and passed two consecutive years of the same foreign language.
10. Students must have taken and passed one year of HOPE (PE/Health).
11. Students must have taken and passed one semester of a fine arts class.
12. Students must have taken and passed one semester of practical or performing art.
13. Students must have taken and passed four years of elective classes.
14. Students must have completed 100 hours of community service.
15. A student must have earned a cumulative unweighted GPA of 2.0 on a 4.0 scale.
16. Summa cum laude: 4.0 or higher GPA and Satisfactory Conduct
Magna cum laude: 3.75 – 3.99 GPA and Satisfactory Conduct
Cum laude: 3.5 – 3.74 GPA and Satisfactory Conduct

High School Graduation Exercises

The High School graduation program is designed to recognize the accomplishments of the students. All faculty and administration of Orlando Christian Prep are required to attend. The valedictorian and salutatorian give brief addresses. The

addresses must be approved by the Guidance Counselor. Students must have completed and passed all OCP graduation requirements to walk during the Graduation ceremony. Walking in the OCP graduation ceremony indicates completion and rite of passage from high school to college. If a student does not have the OCP graduation requirements completed or does not pass a course, they will be issued their diploma and final transcript at the time of successful completion from the OCP Administrative Office.

A student is eligible for Valedictorian or Salutatorian Honors, by being enrolled and in full attendance at Orlando Christian Prep for the entire Junior and Senior year. The selection of the students is based on the highest GPA in the graduating class. The academic portion of the formula will be based on a calculation of weighted grade point averages, which will include all required courses plus electives up to 26 credits. If a student has less than 26 credits, grades in all courses taken will be calculated. If a student has more than 26 credits, the lowest grades in all elective courses more than 26 will not be calculated in the grade point average. A Valedictorian or Salutatorian must also have fulfilled the mission statement of the school in an expressive way.

GUIDANCE

The guidance department will review all of a student's progress through grades 6-12. There are four meetings each year – one group meeting for all grade level parents and one individual meeting with each student and his/her parent(s). This program is presented by the administration and focuses on the following:

1. Providing guidance to students and families in setting educational goals which would include monitoring requirements for graduation and focusing on areas of concentration.
2. Providing realistic tracking of performance for projected results.
3. Evaluating a battery of tests (PSAT, ASVAB, SAT, ACT) for a students' high school and college career.
4. Students are encouraged to complete three college applications by their senior year of high school. For students in the top 20% of their class, one of the three applications must be to a selective institution as determined by the Guidance Counselor.

HALL PASS

PRESCHOOL & ELEMENTARY SCHOOL: Students are never left unsupervised, or allowed out of the classroom without adult supervision.

MIDDLE & HIGH SCHOOL: Students outside of a classroom, during class hours, are required to carry a hall pass from their classroom teachers. Students out of class, without a hall pass, will be considered as skipping class. Teachers will monitor what a reasonable amount of time each student should be gone from the class for each particular request is. Students may not go to their cars/parking lot unless they have checked out with the school office or have written permission from the administration.

HEALTH/MEDICAL INFORMATION

Clinic: A clinic is available on Orlando Christian Prep's campus. School office personnel will only dispense prescription medication if a parent has filled out the required medical authorization form or has phoned a parent for verbal permission. The office personnel will contact emergency services if needed, as mandated by the state of Florida. In the event a student becomes ill, a parent will be notified to pick up their student. Personnel will monitor the student until the parent arrives. Our goal is to provide a safe environment for students until a parent, or other designated adult is notified and picks up the student. Please make sure your contact information is current. This will enable us to communicate with you more efficiently should the need arise.

Medications: Students requiring prescription medications will be administered those medications as directed. Medications must be in the original bottle with the prescription label attached. The label must have the student's name, dosage, and all pertinent information to properly dispense the medication. The parent must complete a Medication Authorization form. Office personnel are not permitted to give students over-the-counter medications without permission from the parent. Exceptions to this would be if, for instance, your student has braces and requires Tylenol for pain. We must be given written permission from the dentist stating the reason for medication, type of medication, amount to be given, and how often it may be administered. This information along with the drug (in its original bottle) should be given to the office personnel. Medication Authorization forms are available in the school office. Secondary students may carry epinephrine pens to school, and on school trips with parent

authorization given to the school office. Parents are encouraged to provide multiple Epinephrine pens one for the office, classroom, and PE, or aftercare, but a preschool or elementary student is not allowed to carry an epinephrine pen themselves. Epinephrine pens can be kept in the office, clinic, classroom or backpack – forms need to be filled out and kept in the clinic. Teachers are not to dispense medication unless it is a life-threatening situation.

Immunization Policy: Florida State law decrees that each student must present to the school a current Florida (original) immunization certificate. Non-compliance with this regulation will result in referring the student to the proper authorities. Immunizations may be obtained from any branch of the Orange County Health Department or your doctor's office. The immunization program must be completed and dated on file in the office no later than the 15th day of school or the child will be excluded from school until the program is completed.

In keeping with the Florida State immunization law, non-compliance will result in the following procedure:

1. OCP office staff will contact parents of those students with missing and/or expired certificates. Communication will be within the first 2-3 weeks of the school year.
2. If an action has not been taken after two weeks of notice, the child will not be allowed to attend school until the immunizations have been completed.

Infectious and Communicable Disease Policies: Any student or employee with a communicable disease shall be temporarily excluded from school while ill and during recognized periods of communicability.

- If a student has a fever, they must be fever free without medication for 24 hours.
- If a student has diarrhea and/or vomiting they must be free from these symptoms for 24 to 48 hours. The period will be at the discretion of the OCP administration and will depend upon the length of illness and symptoms.
- Due to the possible nature of the disease and circumstances warrant, our school may require an independent physician's examination of the student or employee to verify the diagnosis of the communicable disease. The parent may be required to submit a written diagnosis to the school office.
- This school reserves the right to make all final decisions necessary to enforce its infectious disease policy and to take all necessary action to control the spread of infectious diseases within the school.

The reportable diseases include the following: Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (AAAARC), Amebiasis, Animal Bite of Humans by a potentially rabid animal, Anthrax, Botulism, Brucellosis, Campylobacteriosis, Chancroid, Dengue, Diphtheria, Encephalitis, Giardiasis (acute), Gonorrhea, Granuloma Inguinal, Hansen's Disease (Leprosy), Hemorrhagic Fevers, Hepatitis, Histoplasmosis, Human Immunodeficiency Virus (HIV), Legionnaire's Disease, Leptospirosis, Lymphogranuloma Venereum, Malaria, Measles (rubella), Meningitis, Meningococcal Disease, Mumps, Paralytic Shellfish Poisoning, Pertussis, Pesticide Poisoning, Plague, Poliomyelitis, Psittacosis, Rabies including congenital, Salmonellosis, Schistosomiasis, Shigellosis, Smallpox, Syphilis, Tetanus, Toxoplasmosis (acute), Trichinosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio Cholera, Vibrio Infections, and Yellow Fever.

HEALTH/MEDICATION PRESCHOOL

(a) Orlando Christian Prep is not required to give medication. If a child requires medication during the school day a parent may submit written authorization to dispense prescription and non-prescription medications. This authorization must be dated and signed by the custodial parent or legal guardian and contain the child's name; the name of the medication to be dispensed; and date, time and amount of dosage to be given. This record will be initialed or signed by the nurse at Orlando Christian Prep or the person who will be giving the medication.

(b) Parents are required to disclose any known allergies to medication or special restrictions to Orlando Christian Prep and will be documented, maintained in the child's file, and posted with the stored medication.

(c) Prescription and non-prescription medication brought to the school by the custodial parent or legal guardian must be in the original container. Prescription medication must have a label stating the name of the physician, child's name, the name of the medication and medication directions. All prescription and non-prescription medication shall be dispensed according to written directions on the prescription label or printed manufacturer's label.

(d) In the event of an emergency, a non-prescription medication that is not brought in by the custodial parent or legal guardian can only be dispensed if Orlando Christian Prep has written authorization from the custodial parent or legal guardian to do so.

(e) Any medication dispensed under these conditions must be documented in the child's file, and the custodial parent or legal guardian must be notified before dispensing.

(f) Orlando Christian Prep will maintain a record for each child receiving medication and document the full name of the child, the name of medication, the date and time the medication was dispensed, the amount and dosage, and the name of the person who dispensed the medication. The record shall be maintained for a minimum of four (4) months after the last day the child received the dosage.

(g) All medicine will have child-resistant caps and will be stored separately and locked or inaccessible and out of a child's reach. Medication which has expired or is no longer being administered shall be returned to the custodial parent or legal guardian or discarded if the child is no longer enrolled.

HIGH SCHOOL RETREAT

High school retreat is a **required** on-campus event lasting three days. All high school students are required to attend. Students will be considered unexcused. The high school retreat is a vital part of the OCP high school student experience and is held in high regard as one of the main events of the school year. This is an opportunity for students to bond together and grow as a class by spending time in God's Word. The high school retreat is also a time for our students and faculty to get to know one another on a personal and spiritual level. Students find Spiritual renewal and dedication for a new school year. Retreat expenses are included in the tuition costs.

HOMECOMING

The Homecoming King, Queen, Court Candidates are chosen by a process. High School Committee (composed of the OCP Administrator, Guidance Counselor, HS Bible Teacher, HS Teacher and HS Dean) choose students who are eligible based on the following criteria:

- Students must have attended OCP for one year
- Students must have a cumulative UGPA of 2.5 or above
- The Homecoming Committee must arrive at a consensus that the student is in good moral standing according to the behavior documentation for this and the previous school year.

The Homecoming Court Candidates are presented to the high school student body by ballot according to class. Students will vote, votes are tallied by the committee, and then the court is then announced two weeks before Homecoming. The king and queen are voted on the day of Homecoming by the entire high school student body and are announced at the Homecoming event.

FORMAL DRESS CODE FOR HOMECOMING AND LIKE EVENTS:

Formal wear for all OCP events will be as follows:

Boys:

- Suits or dress shirts with dress pants and tie are appropriate attire.
- No earrings or piercings are allowed.
- Hair must follow OCP dress code guidelines.
- This event is a public representation of OCP, and it is important that our students exhibit modesty in their attire for this special evening.

Girls:

- Dresses must be just above the knee, to the knee, or longer.
- Modest strapless dresses may be worn.

- No revealing neckline or off the shoulder gowns or tops are to be worn.
- Slits must be no higher than 3 inches above the knee; garments must not be excessively tight where undergarment lines may be seen. Girls must wear a slip and necessary undergarments; see-through garments are not allowed. • Sheer dresses must have an under-layer of solid material to the knee or below.
- No nose piercings, tongue piercings, etc. are allowed. Please follow the jewelry dress code policy.
- Girls' formal wear must be approved by the high school lead teacher and the administrator. This event is a public representation of OCP, and it is important that our students exhibit modesty in their attire for this special evening.

HOMWORK

Homework is to be viewed daily by using the FACTS Family portal through the students' ParentsWeb account. ParentsWeb is also available as an app which may be purchased through FACTS for a one-time fee of \$4.99. To ensure your student is successful academically, checking this valuable source is a requirement for parents in grades 1st-12th. Usernames and passwords are available from the school office. Homework serves two purposes. It reinforces and extends learning. The amount of time a student needs to complete homework varies from day to day and from student to student. The faculty attempts to gear assignments so that only a reasonable amount of time will be required, considering the subject matter and individual student needs and abilities. The school urges that each student plan his out-of-school activities wisely so that adequate time is provided for homework. Wise planning of time will allow for completed homework assignments as well as for the development of personal responsibility. No Homework assigned on Wednesday will be due that Thursday. No homework is to be assigned during, nor is an assignment to be due immediately upon return from the following holidays: Labor Day, Thanksgiving, Christmas, New Years, Good Friday or Spring Break.

To help students budget their time, one should expect the following as a minimum timeframe for daily homework requirements (each student is different, and some may need additional time):

- Grades K-2: Thirty minutes or less
- Grades 3-5: One hour or less
- Grades 6-8: One to two hours
- Grades 9-12: Two to four hours (depending upon level of courses)

Parent participation in providing assistance and accountability is crucial to the educational process of each child no matter what age. If the homework load seems excessive for your child, please take the following steps:

1. Make sure there is a designated time and place for homework to be completed each night.
2. Maintain a log of how much time is being spent on each subject/project for an entire week.
3. See individual teachers for a conference to discuss possible solutions.
4. Check RenWeb regularly for lesson plans and grade reports.

HONORS CLASSES

Middle/High School (Grades 6-12)

To be eligible for honors classes, a student must meet the following requirements:

1. A teacher in the course under consideration must recommend him/her.
2. A student must have scored in an excellent range of the subject areas on the school's adopted achievement test.
3. A student must have excelled in the subject during the previous year by earning a minimum of a B letter grade.
4. Students may request a waiver of the requirements to be placed in an honors class.

These courses are for the highly motivated student who possesses good study habits and has a high aptitude. These courses are more in-depth than regular classes. Students in honor courses are expected to maintain a grade of 80% or better. Those not meeting this expectation will not be recommended for honors level classes for the following year. Honor courses are weighted a 0.5-grade point above the standard weight.

HONOR ROLL

Middle/High School:

To qualify for honor roll, a student must: Finish each class with a B (80%) or higher.

Honor Roll is determined by the student's cumulative percentage.

- "A" Honor Roll = 3.5 GPA or higher
- "A/B" Honor Roll = 3.0 GPA or higher

Elementary School

Grades 1 – 5 use only the following requirements.

- Principal's List = 94 and above
- "A" Honor Roll = 90 and above
- "A/B" Honor Roll = 80 and above
- No "N's" in core subjects

Preschool

No Honor Roll recognition is available for PreK-VPK

LATE WORK

OCP's goal is to help students understand that deadlines and due dates are a part of the day to day living and can be reflective of work ethic and character. The following policy applies to student's daily work and major assignments:

GRADES 1st-12th:

If a student is absent, they must turn in their missed assignments one day for each day missed for full credit.

Daily Work/Homework: All work is expected to be completed and turned in on the assignment due date. If daily work or homework is submitted one day late without being absent, there will be a 50% mark for the grade. Late work will not be accepted and graded as a zero on day two.

Major Assignments/Projects: All the key assignments and projects are expected to be completed and turned in on the assignment due date. If major assignments or projects are submitted late 10% will be deducted for each day, the assignment/project is late if the student was not absent. The 10% penalty will compound (10% day one, 20% day two, 30% day three, etc.), and apply each day for the equivalent of one school week (5 days). At five days, a 50% credit will be applied to the assignment/project. Late assignments/projects will not be accepted after day 5 and will be graded as a zero.

Deductions will be based on actual school days rather than days in which the class meets. Major assignments and projects are assigned well in advance. If a student is absent, major assignments/projects are due the day a student returns to school if the first day of the absence was the due date of the assignment. **All AP assignments are required to be emailed to the AP teacher on the deadline without exception.** The administration may grant exceptions to this policy.

LEGAL INJUNCTIONS

It is necessary that all affected parents provide information pertaining to an injunction and will be directed to the administrative office of the student's grade level. Parents will provide the original court order document to the administrative office at the time the injunction is presented. The principal or designee will see the parent as soon as possible. Parents will provide a current picture of the spouse to the school office within 48 hours of notifying the school of the injunction. The information will then be given to the following:

1. Principal
2. Office Personnel
3. Athletic Director

4. Afterschool Director
5. Dean of Students
6. Teacher(s) of that student

LIBRARY/ IMAGINARIUM

Hours and Access

1. Students in grades K2-5th grade visit the Library/Media Center weekly as part of their regular schedule.
2. Students in all grades may also visit the Imaginarium anytime it is open and the Librarian/Media Specialist is present – before/after school or during school hours with a teacher's pass – so long as no other scheduled library class is in session.
3. Exact schedule/hours are posted at the Imaginarium entrance and at www.OCPLibrary.com.

Check-out Limits

1. Students will begin checking out library books "on their own" at about the midpoint of their Kindergarten year.
2. Before Kindergarten, students may visit with their parents to check out books.
3. Check-out limits vary by grade level, but students may go above their limit when checking out with a parent. Late fees will still apply.
4. Students with overdue books or unpaid late fees will not be allowed to check out additional books.

Fees/Fines

1. Late fees may apply for books turned in after the check-out period and a reasonable "grace period," which varies by grade level. NOTE: for more detail regarding the current late fee policy, please visit www.OCPLibrary.com.
2. Lost books will need to be replaced or paid for. See the Librarian/Media Specialist to make arrangements if a book is lost. Replacement costs are billed at their original retail purchase price or \$5.00, whichever is greater.
3. Any outstanding lost book or late fees may result, in addition to the suspension of check-out privileges, in the suspension of RenWeb access and/or the holding of report cards, yearbooks, diplomas, school records, etc. Please pay your library balances in a timely manner.

LOCKERS

All lockers are the property of the school. Lockers, storage areas, backpacks, and purses may be searched without prior notice if the school staff has reasonable suspicion that contraband items may be present. Lockers are issued to students who request them at the beginning of the school year. Students are responsible for all items stored in his/her locker. Use only the locker assigned and keep it locked at all times. Do not tamper with another locker or give your combination to another person. Do not leave money or valuables in any locker. Stickers or markers, inside or outside of lockers, are prohibited. OCP is not responsible for items lost, damaged or stolen from any locker.

LOST AND FOUND

Lost articles, including books, clothing, valuables, etc., may be reclaimed before or after school. A rack of items will be located in the elementary and preschool hallway and the OCP gymnasium for parent and student convenience. Lost items will not be held over the summer months.

MEDICAL EMERGENCY PREPAREDNESS

At the beginning of each school year, all parents must complete a medical authorization and parental consent form with their admissions packet. This includes the name and phone number of the doctor to be notified, as well as the name, addresses, and phone number of the parents and the other person to be notified if the parents cannot be reached. **Note: It is the responsibility of the parent to see that this information is on file and kept current.** In the case of serious illness or injury, this information may be relied on and used before consultation with the family can occur. The family will be contacted by phone, and the parents will be requested to come to the school to pick up the student as necessary.

MEET THE TEACHER

This event is held a few days before the first day of school, affording all students and parents the opportunity to meet their new teachers in the classrooms. It takes place in the late afternoon and/or early evening. The “Meet Your Teacher” event is held in two sessions. Preschool and elementary “Meet Your Teacher” will be held separately from the middle and high school “Meet Your Teacher” event on the same day.

MOVIES/MEDIA

PS/ES will see G movies only and will need parental permission to see PG-rated movies. MS/HS will see only G and PG rated movies and require parental permission for all movies that are rated PG-13 or higher.

NATIONAL HONOR SOCIETY

The National Honor Society is a national organization of which OCP is a local chapter. To be eligible for membership a student must meet the following criteria, as stipulated by the NHS constitution:

Selection of Members

Section 1. To be eligible for membership the candidate must be a member of those classes (sophomore, junior, senior) designated as eligible in the chapter bylaws. (Freshmen [ninth graders] are not eligible.) Candidates must have been in attendance at the school the equivalent of one semester.

Section 2. The national minimum standard for scholarship shall be a cumulative scholastic average of at least 85 percent, B, or 3.0 (on a 4.0 scale) or the equivalent standard of excellence. Candidates shall then be evaluated on the basis of service, leadership, and character.

Section 3. The selection of each member to the chapter shall be by a majority vote of the Faculty Council. Prior to notification of any candidates, the chapter adviser shall review with the principal the results of the Faculty Council’s deliberations.

Section 4. A description of the selection procedure shall be published in an official school publication that is widely available in a timely fashion to all students and parents of the school. The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of NHS.

Section 5. NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local chapters.

PARENT TEACHER FELLOWSHIP (PTF)

Parent-Teacher Fellowship (PTF) exists to help promote the mission and purposes of Orlando Christian Prep by becoming the ministry arm of OCP. Teams of moms and dads carry out the various programs of the PTF. Some of the ministries within the PTF include class coordinators, community service coordinators, fundraising coordinators, teacher appreciation coordinators, family enrichment advisors, friend raising advisors, and moms-in-touch prayer support group. The goal of PTF is for every Mom and Dad to be involved somewhere. Everyone can make a difference.

PARTIES/SOCIALS

1. The lead/classroom teacher must approve all class party plans.
 2. Please note, that for any type of party to be an official OCP party, a faculty member must be involved in the planning, and be present at the party.
 3. For OCP socials the ratio of chaperones to students is 1 to 10.
 4. If water activities are planned, girls will wear modest one-piece bathing suits with shorts and a t-shirt over the top (a two-piece worn under other clothing is not allowed).
 6. A child's birthday is special. If you want to have birthday refreshments at the school, you must contact the teacher in advance to set up a day and time. School parties are not an occasion to exchange gifts; however, treats and party favors are acceptable at the end of the day or at another time designated by the teacher. For children with summer birthdays, please contact the teacher to determine a day and time to celebrate the summer birthday.
1. For birthday parties outside of school, please adhere to these guidelines:
 - Invitations may not be distributed in school unless the entire class (or all boys/all girls) is invited. If they are distributed in school, they may be distributed only at a designated time approved by the teacher.
 - After school carpool lines may not be used as pick up times for birthday parties to avoid students feeling left out for not being invited.

Note: Social gatherings or parties not sanctioned by OCP (events where a school employee is a person-in-charge) may take place. The school, however, does not endorse, promote, or advertise such events. Parents who allow their children to attend must assume all risks associated with the event.

PERSONAL PROPERTY

The school will not assume responsibility for personal items, such as vehicles, when damaged, lost or stolen. Electronic devices such as iPod, cell phones, smartphones, Kindles, Nooks, headphones, or iPads are allowed at school. However, the school is not responsible for loss, theft, or breakage of these devices. Students will bring electronic devices to be used at OCP at their risk. The school is not responsible for the repair, or replacement of these devices. Students who choose to bring devices or headphones will be expected to follow the policy for device and headphone use. Valuables (jewelry, electronics, cameras, music or athletic equipment, etc.) should be insured through a homeowner's/vehicle policy. We highly discourage students from carrying large amounts of money (over \$20).

PETS ON CAMPUS

Pets are not allowed on the OCP campus due to allergies, and for the safety and protection of students, parents and faculty.

PHILANTHROPY

Through your gifts of time, talent, and treasure, OCP will attain its full potential as a Christ-centered college prep school. Your time and talents are greatly needed as volunteers and advisors to the Parent-Teacher Fellowship (PTF), as well as participating in fundraisers. Your treasure is greatly needed as we work to meet the financial needs of the school. Your charity and monetary gifts impact our students directly. Matthew 6:21 states, "For where your treasure is, there will your heart be also." Investing in our children will never return void.

PHOTOGRAPHS AND VIDEO

Orlando Christian Prep students are photographed (and videotaped) on a regular basis both by students and professional agencies. These photos and videos are used to promote the school by showing many of our great activities. If a student or family does not wish such pictures to be used in school publications or promotions, parents will need to indicate this when completing the

application section online.

PLAYGROUND

Safety is a significant concern on the playground. Students are permitted to play in designated areas. No roughhousing or contact sports are allowed. Good sportsmanship is the key to a healthy playground. Students are not allowed on the playground without adult supervision.

PLEDGES

All students are required to participate in the three daily pledges that will be done during homeroom hour:

The American Flag:

*I pledge allegiance to the flag of the United States of America
And to the republic for which it stands,
One nation under God, indivisible,
With liberty and justice for all.*

The Christian Flag:

*I pledge allegiance to the Christian flag
And to the Savior for whose kingdom it stands.
One Savior crucified, risen, and coming again,
With life and liberty for all who believe.*

The Bible:

*I pledge allegiance to the Bible, God's Holy Word.
I will make it a lamp unto my feet, a light unto my path,
I will hide its word in my heart that I might not sin against God.*

POSTERS, FLYERS, ANNOUNCEMENTS, ETC.

Students, parents, or employees who wish to display a poster, distribute any literature announcing a non-OCP event or information, or sell any non-OCP items, must first have it approved by the Administrator. If it involves anything to be sent home to parents or distributed off campus, the Administrator must give permission. Announcing certain activities in Chapel or over the intercom is left to the Administrator's discretion.

PRAYER

Orlando Christian Prep is a school founded on prayer. We pray openly with our students and teach them that prayer is a direct line to the Lord. All teachers open each day with class prayer and encourage their students to pray for one another. Middle and high school teachers begin their first-hour class with prayer and a morning devotion. After the first-hour class, middle and high school teachers begin each class hour with prayer.

PROM

Eleventh grade through twelfth-grade students may attend the prom and are encouraged to purchase tickets to help offset the cost of the event. Students are allowed to bring a guest. If the guest is from another school besides OCP, the visiting student must fill out a form to prove they are in good standing with their school. Only students 19 years or younger are approved to attend the OCP Prom.

PROMOTION/RETENTION POLICY

Preschool (K2-K4) Elementary School (Grades K5 – 5th)

A goal of our school is to minimize the need for retention. A Strong effort in developmental screening, while not infallible, is intended to be a part of this effort. Early communication between the home and school combined with vigorous intervention

efforts will always be made to reduce the potential for retention. A Preschool/Elementary School student who is experiencing academic difficulty, particularly in the critical areas of reading and math may be required to repeat the year if it is determined that they are very likely not to experience success in the next grade.

This decision will be made with input from the teacher, parent(s) and administration by evaluating the child's academic performance, work habits, and achievement test scores. Summer school or a tutoring program may be required for students with poor grades. If a student is failing a semester, he/she will be placed on academic review. For kindergarten and first grade, the student's developmental maturity will be a consideration also. Notification will be by conference and letter. Unless there is a significant improvement, the student may be retained, or the parent may be asked to withdraw the student. The general policy regarding retention is that a child may not be retained more than one time while enrolled at OCP.

Middle/High School (Grades 6 – 12)

To be promoted to the next grade level a student must pass all classes with a grade of a 60% (2.0) or higher. Students must pass all 4 Core Courses per year to be promoted to the next grade. Students who do not pass may attend OCP summer school.

READING PROGRAM PHILOSOPHY

Elementary School

Beginning in the 4th quarter, our K5 students begin utilizing our Accelerated Reader program. Students read appropriate level books, or parents read books to their children, and then students take a test on what they have read. These measures are reading comprehension levels for our students as well as their ability to read. 1st Grade-12th Grade students begin the Accelerated Reader program within the first few weeks of school to also determine their reading level and comprehension.

In the development of Western civilization, there are writers and poets who, because of the time about which they wrote or the theme of their writings, stand head and shoulders above the others. It is acknowledged that, of all books to read, the Bible is the most important; and it is a very integral part of Orlando Christian Prep. However, for our students to be well prepared for the educational demands that will be placed upon them at institutions of higher learning, it is necessary that they have a broad experience with works of literature from different time periods, dealing with a variety of themes. A major part of the process of becoming an educated person is to be well read. At Orlando Christian Prep, we feel that it is important for students to be exposed to the great writers of Western civilization and to the thoughts which reflect their period of time and their frame of reference. At Orlando Christian Prep there is a mandatory reading program through the regular school year as well as a summer reading program. Any student who faithfully follows this reading schedule and selects books from the approved list will be on his way to becoming a well-read person.

One of the challenges in compiling a book list for reading assignments is that some families may find some of the books objectionable because of language, graphic descriptions, or overall themes. This will be true of some of the books on our list. The Administrators and teachers have labored diligently to select pieces of literature that are considered to be important works that most colleges and universities would expect students to have read. We try to consider the value of the overriding themes of the book carefully and not allow a few passages to be the ultimate determining factor in the selection of a book. In all cases, the student has a choice regarding the book he reads, and on each list, there are books about which each family can feel good. A student is never required to read a book that he/she or his/her family might find objectionable. If there are ever any questions about the appropriateness of any of the books on the list, please contact the teacher, who will be happy to provide you with additional information about the book.

The school's educational program is designed to help students develop a biblical worldview which will equip them with a consistent value system. This value system will act as a filter through which they will learn to evaluate all that they see and hear. Without this filtering system, an individual is in danger of being manipulated into a lifestyle characterized by the world's philosophies. The school strongly believes that the biblical worldview is the correct one – the only valid one for faith and life! An individual with a framework for biblical thinking is equipped to make the proper judgments in all areas of life. While this kind of decision-making usually comes later in life, students will be building this grid even beginning at a young age. The teaching of literature is closely related to this filtering system. Using good literature (American, English, as well as other cultural and traditional) can help strengthen the filtering system. Literature must be taught with analysis and evaluation. Selected and approved literature that is not in total agreement with Christian values may be taught in the upper grades to encourage the students to evaluate and analyze the written word by Scriptural truth.

RE-ENROLLMENT

See ADMISSIONS

FACTS / PARENTSWEB

FACTS / ParentsWeb is a web-based computer technology available 24 hours a day, seven days a week for students and parents. There is no extra fee for RenWeb® accessibility through the ParentsWeb site. Teachers update students' grades, homework, lesson plans and classroom newsletters on a regular basis. This enables parents to know the course averages and the assignments, tests, and quizzes from which the grades were derived. 6-12th-grade parents will be emailed if their student has a grade below a 70 in the RenWeb system. Parents will also receive an email if their student is tardy to class. This feature helps to keep parents aware of their students' academic progress. Create an account and password online at www.renweb.com and search for school "OC-FL." RenWeb is our primary means of communication to you, so we ask you to please stay updated.

REPORT CARDS

Progress Reports: These are paperless reminders given in the middle of each nine weeks. Parents and students may check on ParentsWeb for current and up to date grades. During the nine-week period, a parent will be notified if a student's grade begins a significant decline or if a pattern starts to develop in the student's homework or conduct that indicates a cause for concern. Copies of Progress Reports are available upon request at the school office.

Quarterly Reports: All grade level report cards from K2-12th are available one week after the quarter ends. Final report cards will be sent home two weeks after the school year ends along with student Stanford Achievement Tests. Report cards are available on RenWeb®/ (ParentsWeb). If there is a question or concern about a grade, please notify your child's teacher for a conference within one week of receiving the report. If there is a question or concern about attendance, please see the school office.

RESTRICTED AREAS

Restricted areas are defined as those locations that are considered off-limits to all students during the school day because of student safety concerns. Violations of restricted area policies and procedures will result in disciplinary action.

The following restrictive areas include, but are not limited to:

1. Parking Lots – Administrative permission from the school office is required to enter the parking lot during the school day.
2. Gym and Athletic Fields – Only students scheduled for physical education are permitted in these areas during the school day with the supervision of a teacher.
3. Lunchroom – Students are only allowed in the lunchroom during their scheduled lunchtime.
4. Class Buildings/Rooms During Lunch – All classrooms/buildings are closed to students during lunchtime unless a teacher is present and supervising. Students in the hallways must be able to verify permission granted with their teacher by presenting a hall pass.
5. Empty Classrooms – Students are not permitted in empty rooms.
6. Church Facilities/Building – Students are not allowed in these areas without teacher supervision.

SAFETY AND SECURITY

Security at Orlando Christian Prep is a community-wide responsibility. Faculty, staff, administration, parents, and students will endeavor to create a safe learning environment. The Facilities Manager is charged with the responsibility of overseeing this important aspect of our school. A comprehensive Crisis Management Plan is available to all OCP faculty, support staff, and administration.

Parents who will be chaperoning students on Field Trips, Volunteering in the Classroom, or assisting the Classroom Teacher with special events will need to complete a background screening for the safety and security of our students. Applications

for, completion of, and payments for these screenings are located in the school office.

SCHOOL BOARD

Orlando Christian Prep (OCP) is an extension of Orlando Baptist Church and its vision, ministry philosophies, and statement of faith. The Bible is our sole rule of faith and practice. The Pastor is the primary executive authority over OCP as directed through the authority given by Orlando Baptist Church. The deacons serve in an oversight capacity alongside the Pastor as it relates to OCP. The Pastor, as the President of Orlando Christian Prep, executes the vision for the school, along with the Administrator and the deacons of OBC.

The purpose of the Orlando Christian Preparatory School Board is to advise the Pastor and deacons on issues related to OCP, affirm the direction of OCP, and vision for OCP, as established from time to time by the pastor and deacons, and serve as protectors of the Ministry of OCP and its leadership. Each board member will serve by providing wisdom, counsel, knowledge, and affirmation.

The governing authority for the school board is ultimately the congregation of Orlando Baptist Church. The Pastor and Deacons will select board members to fill vacancies, and the church congregation will affirm new board members on an annual basis or more often as necessary. The church, however, authorizes the Pastor and deacons of Orlando Baptist Church to represent the church in directing the school board on a daily basis.

SCHOOL PICTURES

Individual school pictures are taken. Group pictures, by class, are also taken in K2-12th Grade. Team and individual pictures are taken of our sports teams. Dates for all pictures will be announced and order forms sent home to be used to request pictures if desired. Orders should be placed at the time the pictures are taken.

SEARCH OF STUDENTS

Any OCP student locker, vehicle, or person is subject to a search due to reasonable suspicion at any time, while on the OCP campus.

Our policy with students is as follows:

1. The dean of students, with another school employee present, asks the student to empty his/her pockets, jacket pockets, backpack, gym bag, or any bag owned by the student, and remove shoes and socks. If the student is unwilling to do so, the Dean will contact the parent, and the student will be asked to withdraw from the school for non-compliance with the rules.
2. Entrance to the OCP property is your student's consent to search their vehicle. If a student or parent refuses this search, the student is in violation of the student conduct policies of the school, which may result in expulsion.
3. All student drivers will sign an OCP student parking application, and understand that under Florida law their vehicle may be searched at any time by school administration without the consent of the owner of the vehicle while on OCP property.
4. All students will be issued an OCP decal. If the vehicle your student is driving does not have an OCP issued decal, this vehicle is subject to towing at the owner's expense.

SEMESTER EXAMINATIONS/EXEMPTIONS

For a High School student to be exempt from a semester exam, he or she must have a 95% semester average or higher in the class. Students will not be allowed to turn in extra credit or makeup work two weeks before the exam date. Exemptions will be announced the Friday before the exam is administered. **There are no exam exemptions for Dual Enrollment or AP classes.**

SENIOR PRIVILEGES

Senior privileges are decided on a yearly basis by class officers or the OCP leadership class with approval from administration. Privileges have included monthly off campus lunches, and possible senior day when students may wear senior T-shirts and jeans.

SERVICE HOURS

OCP's community service hour policy states that all HS students in grades 9-12 must have a minimum of 100 hours to graduate from Orlando Christian Prep. Students who want to compete for the Bright Futures Scholarship offered by the state of Florida must complete a minimum of 75 service hours before graduation. Service hours must be documented on the appropriate forms, which are available in the guidance/school office. Students are to complete the service form and return it to the school office. Students are encouraged to complete service throughout their high school career. Various scholarships are available for students that have a great deal of service.

SEXUAL HARASSMENT

OCP endeavors to provide an environment free from any form of sexual harassment. Sexual harassment by any member of OCP's students, faculty or parents is a violation of both the law and OCP's policy and will not be tolerated. Males and females can both be victims and perpetrators of sexual harassment. It is an issue that may affect any member of the school and will be dealt with promptly by the administration. Students, staff or parents are to report any harassment immediately to the Dean of Students and/or Administrator.

SOLICITATION

Students, parents, or employees who wish to display a poster, distribute any literature announcing non-OCP events or information, or sell any non-OCP items, must first have it approved by the Administrator. If it involves anything to be sent home to parents, distributed off campus or left in the school office, the administrator must also approve. Whether to announce certain activities in Chapel or over the intercom is left to the administrator's discretion.

SPIRIT DAYS

Friday is designated as an OCP Spirit Day. Students will be allowed to wear the current year's OCP Spirit t-shirt with their uniform bottoms. Students will follow the guidelines outlined in the dress code section of this handbook. Spirit Day t-shirts are sold each year at the "Meet Your Teacher" open house event. If a student misses this opportunity, they may purchase a spirit t-shirt through the school office. Throughout the year, spirit wear may also be permitted on various game days, during spirit week, etc.

SPIRITUAL CLIMATE

At the heart of Orlando Christian Prep is our cornerstone in the person of Jesus Christ. As the world around us continues to deteriorate, we must continue to be a light to our community and our world. Through OCP's hiring practices based on being born again, our teachers and staff reflect the love of Christ by the way they are expected to live on campus as well as off. The Bible classes, the integrated heart of Christ into all of the curriculum, innovative chapels, community service, love for their students, and our partnership with the church, all point in the same direction: Christ-like leadership of the heart. OCP created the position of Campus Pastor in the spring of 2015. Our Campus Pastor has the sole purpose of promoting a Christ-like Christian climate at OCP. The Pastor will be available for students who are struggling to offer spiritual advice and encouragement. He will encourage school spirit and encourage positive Christian leadership within the student body. Our goal is for our students to see the importance of Christian values before they leave for college so that in whatever vocation God has called them to, they will be leaders with Christ-like character.

STANDARD OF CHOICE

God has clearly communicated His standards in His Word. Jesus also clearly communicated that a person of guilt, who subsequently repents, is to be dealt with in a spirit of mercy. If the school becomes aware of a choice a person has made (examples: drug use, pregnancy, suicide, alternative lifestyles) that may affect or harm the student or the student body the following steps will be taken: Immediately, the parent(s) will be notified. The student(s) involved will be suspended for a period to allow for an investigation of the facts, the administration will discern the spiritual condition of the student or students responsible,

and finally, the appropriate response to the school will be determined. The student's prior discipline and behavioral record will be considered. The continued attendance of the student will be considered on an individual basis. Each decision will be made on the basis of Christian concern for the welfare of each student and family involved and for the well-being of the student body.

STANDARDIZED TESTING

Testing is a major component of Orlando Christian Prep's academic program. Students and their parents will be provided specific information regarding which tests are available, deadlines for application, and dates of administration from the guidance counselor.

1. All 1st- 10th-grade students take the Stanford Achievement Test.
2. All 9th-11th grade students take the PSAT. The 11th grade PSAT is the qualifying test for the National Merit Scholarship.
3. ASVAB is offered to 11th & 12th graders
4. Juniors and seniors take the SAT and/or the ACT.
5. STAR: Reading comprehension for grades K5^l-5th (provides benchmark for Accelerated Reader)

STUDENT RECORDS

The school maintains complete records, including a cumulative academic record, for each student. All material in these records is treated as strictly confidential and is available only according to the following policy:

1. No report card or student records will be released to parents, or to another school, if the family is delinquent in tuition payments, or has a debt of any kind with the school.
2. Parents or guardians have the right to inspect and review all official records, files, and data directly related to their child's academic progress, including all material that is incorporated into their student's cumulative record folder. Parental requests to inspect and review official records relating to a child shall be made in writing to the administration. Such request will be honored within ten (10) school days following receipt of the request. All records will be reviewed or inspected in the presence of the Guidance Counselor so that proper explanation can be given.
3. Parents shall have an opportunity for a hearing with the administration to challenge the content of their student's school records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. Parents will be provided an opportunity to discuss the correction or deletion of any such inaccurate or misleading information.
4. There will be no release of a student's personal records or files or any data in those records without the written consent of a parent or guardian, to any individual, agency, or organization other than the following:
 - a. Staff members of the school who have legitimate educational interest.
 - b. Court or law enforcement officials, if the school is given a subpoena or court order.
 - c. Certain federal, state, or local authorities performing functions required by law.
 - d. Officials of other schools in which the student intends to enroll.
5. The release of report cards, etc., to non-custodial parents.
 - a. Non-custodial parents have equal access to report cards, teacher conferences, etc., together with the custodial parent. By law, both have joint input into the education of the child as provided by the Shared Parent Responsibility Act of October 1, 1982, State Statute 61.13, "Dissolution of Marriage; Support; Custody."
 - b. If the final judgment and/or settlement agreement stipulates otherwise, the custodial parent must submit a copy of that judgment or agreement to the Principal, if the school is to comply. Such documents shall be placed in the student's regular file.
 - c. Whenever a request by a non-custodial parent is made for information, appearance at a teacher's conference, etc., the custodial parent may be notified by the school of the non-custodial parent's request for information.

SUMMER CAMPS

OCP will offer summer camp. Registration fees and applications will be made available in the spring of each school year.

SUMMER READING

Preschool and Elementary Students will be given a suggested summer reading list. It is helpful for students to read books, and for parents to read books to them. Elementary students are encouraged to continue their Accelerated Reader points over the summer break. This helps to avoid learning gaps over the long summer. MS and HS have extra credit summer reading. AP and Honors students have required summer reading.

SUMMER SCHOOL

Summer school is offered and required for students who do not complete their courses with a passing grade. There is a cost of \$250.00 for each course per week, and for each semester for summer school. Students in grades 6-8 needing additional help in academic areas are asked to receive private tutoring. (Tutors must be approved by OCP administration.) Objectives to be reinforced are given to the tutor. Verification of skill mastery is to be submitted before the beginning of the new school year. Students in grades 6-12 may take one of the following if there is sufficient enrollment:

1. Bible, Math, and English, Science, History, and Spanish
2. Additional subjects may be offered in the future, as feasible.

TEACHERS – THE LIVING CURRICULUM

All teachers at Orlando Christian Prep are born again believers who profess faith in Jesus Christ as their Lord and Savior. The teachers are expected to emphasize the spiritual component of life and the importance of a saving relationship with Christ in all that they teach. It is this element of Orlando Christian Prep that makes it substantially different from other academic schools. Academically, the school and the teacher meet the requirements for accreditation set forth by the Florida Association of Christian Colleges and Schools, and Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools. OCP teachers are The Living Curriculum (II Corinthians 3:1-3)

TEXTBOOKS

OCP conveniently orders all student books. Parents pay a book fee per student, per grade, by July 1st before each school year begins. It is recommended that parents encourage their students to take care of their books during the year to avoid being charged for the replacement value of the book. If a textbook is lost, students are required to immediately pay for a replacement book to finish the school year. OCP is not responsible for lost, stolen, or damaged books, a replacement will be at the cost of the parent.

TOYS & ELECTRONIC GAMES

Toys and electronic games should be left at home unless special permission is granted by a teacher for events such as "Show and Tell." OCP is not responsible for lost, stolen or damaged toys or electronics, the student bring these items to school at their own risk. OCP will not replace these items; it will be the responsibility of the parent to do so.

TRANSCRIPTS

OCP Seniors will receive three sealed official transcripts and one unofficial transcript free of charge with their diploma the

week following their graduation from school. Alumni may request additional transcripts in writing for a \$10.00 processing fee. Transcripts may be requested any time by completing a transcript request form located in the school office. Current students may receive transcripts free of charge. Once a request has been submitted, the transcript will be prepared and ready for pick up within one week from the time of the request.

TRANSPORTATION POLICY (PRESCHOOL)

Transportation Policy for Preschool Children: Orlando Christian Prep does not provide transportation for any preschool aged students to or from any locations for any reasons, there will be no exceptions.

TUITION PAYMENTS

For all parents who are on a monthly payment option through FACTS Tuition Management, payments will be automatically deducted from the parent's bank account. Parents will be required to set up their account online through <https://factsmgt.com/services/tuition-management/>. Tuition accounts and fine/fee balances must be kept current for students to receive report cards and transcripts, as well as to participate in extracurricular activities, and field trips.

Delinquent accounts are also grounds for suspension and/or expulsion. However, it is the goal of OCP to work with parents who are having financial difficulty. Please let us know if you are going to be late on a payment to help you develop a plan. Please do not wait until after missing multiple payments, at which point there may be little we can do.

See also: FINES/DEBTS

TUTORING

Teachers and peer student tutors are available upon request to assist students after school. All on-campus tutoring must be processed through the Guidance Counselor or IEP Specialist. Orlando Christian Prep will match the student with a tutor and inform the tutor with contact information for the student. The tutor is responsible for scheduling and must turn in the schedule to the IEP Specialist.

TUTORING AND SPECIAL SERVICES

Students who have been issued an IEP will be provided the services that have been designated as means would allow. It is OCP's desire to meet all of the learning needs of each student through internal and external methods. Support services are available upon recommendation only by the Admissions Director in partnership with the IEP Specialist. Should a parent or teacher believe there is an academic concern that warrants testing, support or intervention, they should contact the IEP Specialist. The IEP Specialist is professionally trained and will make a recommendation to access the services of the tutoring Title One, Academic Plan, or any of OCP's pull out services they feel it is appropriate.

Once a recommendation is made, the family will come to an agreement as to which services are best for their child, and services will be implemented. Students who qualify will be selected for Title 1 reading with a specialized reading teacher if they meet the eligibility requirements. OCP also makes other outside services available to better serve students in need. OCP contracts a speech therapist, an occupational therapist, and a mental health counselor on campus to provide services in the capacities that are necessary. There may be a cost for the services of speech, occupational therapy, and counseling.

VISITOR POLICY

Anyone visiting the campus of Orlando Christian Prep must have prior approval from the office 24 hours before the visit is to take place. To receive approval, students must provide a written letter from a parent, or guardian with an explanation of the visit given. So as to not interfere with the learning environment, visitors are allowed for lunch and chapel with approval from the teacher or administration. Once permission is granted a visitor must sign in at the office upon arrival, and is expected to follow all guidelines for students while on campus.

Student visitors must be in good standing; they must not be students who were asked to leave OCP due to behavior or inappropriate circumstances. Student visitors must be out-of-town guests or prospective students of Orlando Christian Prep. All parents/guardians must check in with the office before going to a room. All visitors will be given a visitor identification badge or sticker to wear while in the school building. Visitors' dress, appearance, and behavior must be similar to that of the students to be allowed on campus. Guest speakers are encouraged and welcome; the host teacher must have all speakers approved by the Principal before extending an invitation to protect the integrity of the OCP curriculum and policies.

VISITOR POLICY (PRESCHOOL)

Preschool parents K2-K4 have unlimited access to children enrolled in the Orlando Christian Prep program. Parents of preschool-aged children have an open door policy and may visit at any time. Parents would need to stop at the OCP Administrative office to sign in, and receive a visitor badge. All relatives visiting our students must wear a visitor badge to retain the safety and security of our students.

WARNING BELL (MS/HS)

The first tone (7:55 a.m.) in the morning is a signal for all students to proceed to their first-period class. Students are to be in their seats when the second bell rings.

WITHDRAWAL PROCEDURES (HS)

Several days before the withdrawal date, parents should make direct contact with the Admissions office. The student or parent should pick up a withdrawal form from the Office. The student and/or parent will be supplied with a checklist of items that must be cleared before withdrawing. The withdrawal form must be returned to the business office when completed. Records will not be forwarded to the new school until all items on the checklist are cleared, all outstanding fees and fines are paid, and a parental release form has been received from the new school. The receiving institution initiates the actual release of records.

If a student attends any part of a month, that full month's tuition is non-refundable. Tuition paid annually or by semesters will be charged a \$400.00 processing fee and the rest will be refunded once all accounts are cleared of any charges.

APPENDIXES

APPENDIX A- OCP TRAFFIC FLOW CHART



APPENDIX B – UPPER BELL SCHEDULE

Monday/Tuesday/Thursday

1st - 8:00-8:52

2nd - 8:57-9:54 (5 min for HR)

3rd - 9:59-10:51

4th - 10:56-11:48

MS Lunch: 11:53-12:18

MS 5th - 12:23-1:15

HS 5th - 11:53-12:45

HS Lunch - 12:50-1:15

6th - 1:20-2:12

7th - 2:17-3:15

Wednesday with Chapel

1st - 8:00-8:46

UPPER CHAPEL - 8:52-9:35 (43 minutes)

2nd - 9:40-10:26

3rd -10:31-11:17

4th - 11:22-12:08

MS Lunch: 12:13-12:38

MS 5th - 12:43-1:29

HS 5th - 12:13-12:59

HS Lunch - 1:04-1:29

6th -1:34- 2:20

7th -2:25-3:15

Friday

1st - 8:00-8:48

2nd - 8:53-9:39

3rd - 9:44-10:30

4th - 10:35-11:21

MS Lunch - 11:26-11:51

MS 5th - 11:56-12:42

HS 5th - 11:26-12:12

HS Lunch - 12:17-12:42

6th - 12:47-1:33

7th 1:38-2:15

APPENDIX C – EXTENDED CARE/ AFTER CARE SERVICES

Morning Care (M-F: 7:00-8:00 AM) \$78.00 per month or \$8.00 per hour (pre-paid); \$15.00 per hour (Open Hourly Rate).

Afternoon Care (3:15-6:00 PM M, T, W, Th; 2:15-6:00 PM Friday) \$210.00 per month (includes Morning Care) or \$8.00 per hour (pre-paid); \$15.00 per hour (Open Hourly Rate)



Please sign that you have read and agree with the 2023-2024 Orlando Christian Prep Parent/Student Handbook.

Print Student's Name(s) & Grade Level:

Print Parent's Name(s):

Parent's Signature: _____

Date: _____