

Jacksonville Christian Academy



Home of the Conquerors

Student Handbook

JACKSONVILLE CHRISTIAN ACADEMY

919 GUM BRANCH ROAD
JACKSONVILLE, N.C. 28540

Phone 910.347.2358

Fax 910.347.3138

Web www.JacksonvilleChristianAcademy.com

WE'RE GLAD YOU'RE HERE!!!

Welcome to Jacksonville Christian Academy! We are glad that you will be a part of our school family. Our sincere desire is that our students will love the Lord and put Him first in their lives. A balanced emphasis on Godly living, academic excellence, and character development help us in achieving this goal.

The various policies and procedures of our school are discussed in this book. We trust it will better acquaint you with us and answer any questions regarding the school. If we can be of additional assistance to you and your family throughout the year, please do not hesitate to call. WE'RE GLAD YOU'RE HERE!

GENERAL INFORMATION

STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God. (Psalms 119:89; Isaiah 40:8; 2 Timothy 3:16)
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Deuteronomy 6:4; John 1:1; Acts 5:3, 4)
3. We believe in the deity of the Lord Jesus Christ, (Isaiah 9:6; John 1:1, 14; Colossians 2:9; Titus 2:13) in His virgin birth, (Isaiah 7:14; Matthew 1:21, 23) in His sinless life, (2 Corinthians 5:21; 1 Peter 2:22) in His miracles, (John 2:11; 3:2) in His vicarious death through His shed Blood, (2 Corinthians 5:21; 1 Peter 1:19) in His resurrection, (Matthew 28:6; Romans 10:9; 1 Corinthians 15:17) in His Ascension to the right hand of the Father, (Acts 1:9; Hebrews 12:2) and in His personal return in power and glory. (Acts 1:11; Revelation 1:5-7; 19:11-16)
4. We believe that all of mankind is initially spiritually lost, dead, and condemned as sinners by Almighty God, (Romans 3:10, 19, 23; Ephesians 2:1) Who is both absolutely good and absolutely holy. (Psalms 100:5; Isaiah 6:3)
5. We believe all mankind is lost in sin (committed wrong; transgressed God's Law). Only by confessing (asking God to forgive us of our wrongs or sin) and repenting (deciding through God's Grace to live for Him) will we be saved. We must believe Jesus died for our sins; was resurrected; and lives now in heaven interceding for all mankind. (Romans 3:3; 3:23; 10:9,10,13)
6. We believe that regeneration by the Holy Spirit is essential for salvation of lost and sinful men. (John 3:3,5)
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:26; 1 Corinthians 6:19; Galatians 5:16)

8. We believe in the resurrection of the saved and the lost: the lost unto the resurrection of damnation (hell) and the saved unto the resurrection of life eternal (heaven).
(Matthew 25:46; John 5:28, 29)
9. We believe in the spiritual unity of the believers: those committed to Jesus Christ as Savior and Lord. (Psalm 133:1; John 13:35; Ephesians 4:3; Hebrews 13:1)

PHILOSOPHY

JCA was founded in 1981 as a ministry of First Free Will Baptist Church primarily to aid our parents in following the Biblical mandate regarding the teaching and training of their children. The distinction between our school and the current public school system is perhaps best summarized in the single word - philosophy.

JCA is founded on the Bible (the book of truth) and adheres to a *conservative*, Christian, traditional philosophy of education. We hold that Christian education is a mandate from God for the Christian family (Deuteronomy 6:6-9; Proverbs 19:27; 22:6; Matthew 28:18-20; Ephesians 6:4; Colossians 2:8). Not only does the government school system in general not appreciate this Scriptural mandate, but views such with contempt. Recognizing that only a Christian education can provide the knowledge and wisdom necessary to prepare an individual for life, we believe that all teaching must harmonize with Truth (God and His Word-Matthew 4:4; John 1:1; 17:17; Romans 3:4). Therefore, the Holy Bible is the core of our curriculum.

It is the purpose of JCA to train young people in the nurture and admonition of the Lord. Our educational philosophy embraces the following concepts:

A. BASIC TENETS

1. The Bible, God's Holy Word, is the absolute standard and authority for truth. (2 Timothy 3:16)
2. The God of the Bible is the Creator and Sustainer of all existence and the Source of all truth (Genesis 1:1; Colossians 1:17).
3. God is absolutely sovereign and maintains continuous control over His entire universe (Daniel 4:35).
4. Man was created in the image of God (Genesis 1:27); he inherited Satan's image upon his disobedience (Genesis 3:6, 7; John 8:44)
5. Justification/forgiveness from sin's curse is realized only through faith in Jesus Christ as Savior, who is "the Way,

the Truth, and the Life” (John 14:6). Justification means God has granted forgiveness of sin.

6. **The Christian home, church, and school should complement each other.** The school is simply an extension of the home and the church. The Christian teacher/administrator stands in the place of the parent. The school reinforces the positive, Biblical values (Philemon 4:8) taught at home and church (Ecclesiastes 4:12).
7. American patriotism is encouraged. Students are taught to understand and appreciate the Judeo-Christian heritage upon which this nation was clearly constructed (Psalms 33:12; Proverbs 14:34; 29:2).

B. CLASSROOM TENETS

1. Our text books are God-centered, teaching spiritual and moral truths in conjunction with and as integral components of the academic process.
2. True learning takes place in the following order: Control, Communication and Comprehension.
3. The teacher is a professional in manner and a servant in spirit.
4. The teacher is in control of the classroom; he/she is responsible for providing a structured atmosphere of order in which the students will learn.
5. Rules and standards are foundational to the teaching/ learning process.
6. Reading is taught by phonics.
7. Drill work and memorization are key tools in instruction.

ACCEPTANCE POLICY

Jacksonville Christian Academy (JCA) accepts students regardless of race, sex, or national origin.

Proverbs 1:7 The fear of the LORD is the beginning of knowledge: but fools despise wisdom and instruction.

ADMISSIONS PROCEDURE

1. Obtain a student application and handbook from the school office. Provide all required information.
2. Submit the application and registration fee to the school office. Should a student not be accepted by the school after the registration fee has been paid, the fee will be refunded. *Otherwise, the registration fee is neither non-refundable nor transferable.*
3. Acceptance is based upon the evaluation of the student's previous school performance. Entrance exams are required to help determine final grade placement. In kindergarten, it is based on age and maturity level.
4. Students are accepted at JCA on the basis of an interview with each family and the principal. **All prospective students must be present during the interview.** Parents (along with junior and senior high students) are required to sign a statement of cooperation **yearly** expressing their support of the school's program. A student who does not cooperate or agree with the purpose or the program of the school will not be admitted or allowed to remain in school.
5. All students are required to have a current certificate of immunization.
6. Orientation will be held at the beginning of school. Attendance is required to acquaint parents with the total school program and procedures.
7. Any student enrolling from another school system whose records are not obtained by JCA from their former school within four (4) weeks after enrollment at JCA will be required to withdraw from JCA until such records are accounted for and found to be acceptable.
8. Please note that the church-school Administration reserves the right to conduct a background check (as reasonable and/or thorough as deemed appropriate by said Administration) relative to any prospective student, prior to student's admission to Jacksonville Christian Academy.
9. Please understand further that the church school Administration reserves the right to discipline (as deemed proper/wise/just in the discretion of said Administration) any student member of Jacksonville Christian Academy whose conduct violates the terms/agreement of the Student Contract, which necessarily remains in force continuously throughout student's membership with Jacksonville Christian Academy.

10. No student will be accepted at JCA who has an outstanding balance or unpaid account from any other school or school system until all balances and accounts with that school have been paid.
11. No student will be accepted at JCA who has been expelled or suspended from any other school.

Student admission is conditional. New students are admitted on probation for the first six weeks. If a student fails to make progress adjusting to our program, parents should find a school better suited for that student.

AFFILIATIONS

NCCSA (North Carolina Christian School Association)

This is a state group that provides information and representation to various schools within our state. Such activities as a fall teacher's convention and spring competition are sponsored by this association.

AACS (American Association of Christian Schools)

This is a national group that provides information and representation. Headquartered in Chattanooga, Tennessee, this organization does much lobbying on bills that would affect the ministries of churches and schools.

To comply with the EPA's AHERA regulation, 40 CFR Part 763, Subpart E, Jacksonville Christian Academy has an Asbestos Management Plan in the office for public review.

ATTENDANCE

Students are required to attend school every day unless they are physically unable. Each time a student is absent, a written excuse signed by a parent explaining the reason for the absence is required. If a note is not received within two days of the absence, the absence will be recorded as unexcused. To be counted present, students must be in attendance for half of the regular school day. The definition of an excused absence is as follows:

1. Illness or injury
2. Death in immediate family
3. Medical or dental appointments
4. Providential occurrences
5. Religious observance

Absences from school for reasons other than those stated above will be considered unexcused. **Students missing more than 20 days may fail that grade for the year. Extenuating circumstances must be approved by the administration.**

A student must be in attendance until noon in order to be counted present for the day. A student reporting in late must report by 11:30 A.M. to be counted present for the day.

See **EARLY DISMISSALS**

A student may not participate in an athletic event on a day when he/she is not counted present.

Note: Students in Junior/Senior High missing more than 15 days in one semester are in danger of receiving no credit for the course in which he/she is enrolled.

The school calendar provides several holidays and special days when school is not in session. Parents are encouraged to use these days for taking their vacations and special outings to avoid unexcused absences.

BEFORE AND AFTER SCHOOL CARE

Additional child care is provided before and after school by this program if parents so desire. This service is contracted and fees are established by the contracted day care service here in our facilities. The hours of operation are 6:00 -7:45 A.M., and from 3:00- 5:30 P.M. each day. Additional care on off school days is also available. Contact Michelle Jackson at 340-5360 or 938-1745 for any additional information, schedules, or fees.

CALENDAR

A school calendar is provided to each family at the beginning of school. This calendar will indicate such dates as holidays, teacher workdays, report cards, PTF meetings, and special events. JCA follows the calendar unless hazardous weather conditions demand school closing. In the event of this happening due to inclement weather conditions, JCA follows the announced Onslow County Public School closings. Additional copies of the calendar may be obtained from the school office.

CAMPUS TRAFFIC

SPEED LIMIT AT ALL TIMES: 5 MPH

*****PLEASE See Elementary Traffic Procedures p.29*****

Junior High and Senior High school students

When picking up your student(s), please stay in your car and remain in a single file line. If you need to meet with your child's teacher or have business in the office, please park out of the way of the pick-up line.

CARE OF PROPERTY

Respect for all property is vitally important. Sitting on desks, leaning in chairs, carving, or defacing any part of JCA is considered a serious offense. Willful damage to these properties could result in immediate dismissal. Students are responsible for the financial cost of repairing anything they damage.

CHANGE OF ADDRESS OR PHONE NUMBERS

Please inform the office if you change your current address or telephone number (this includes cell phones) so that the records may be kept correctly. If the files are incorrect, it may be difficult to locate a parent in case of an emergency.

CHAPEL

Chapel will be held once per week. This will provide for each student a time of spiritual refreshment as the Word of God is shared. Students are required to bring their Bibles to Chapel service. You will be notified of your student's chapel day and time.

CLASSROOM CONDUCT

JCA believes that training must begin at home and be reinforced at school; therefore, there are certain standards that students are expected to follow:

1. Always say *Yes Sir* or *No Sir*, *Yes Ma'am* or *No Ma'am*.
Students are expected to always address and reply to teachers with utmost respect.

2. Sit straight in the seat, back against the lower part of the chair, feet in front of the chair.
3. Students are to face the front of the class. Eyes are to remain toward the front of the class or toward the teacher.
4. Permission to talk must be received by raising the hand and being recognized by the teacher.
5. Gripping is not allowed.
6. "Goofing off," horseplay is not allowed in any part of the school.
7. Chewing gum **is not allowed** during regular school hours.
8. In order to maintain a proper Christian atmosphere for learning, books, magazines, and other reading materials (other than those provided by the school) **must** be approved by the teacher before being read in school.
9. Use discretion when purchasing games, toys, lunch boxes, backpacks, notebook covers, and other school supplies. These **must** be approved by teacher and abide by the school's standards.

CLOSED CAMPUS (Leaving campus)

Students are not permitted to leave campus during school hours under any circumstance unless the student has permission from the school office or principal. A written request from the parent is necessary to grant the student permission to leave campus for any reason. A student is considered on campus when he/she is dropped off on school property.

CURRICULUM

Grades K-4 through 12th uses the A BEKA curriculum from Pensacola Christian College in Florida. Instruction in phonics, reading, writing, math, and other areas adequately prepare the child for high academic achievement.

DISCIPLINE

1. Profanity, pornography, indecent language, lying, cheating, stealing, and rock/rap music **must** have no place in the lives of the students of JCA.
2. The use of tobacco, intoxicating beverages, non-prescription drugs, gambling, and dancing (involving "suggestive" movements and/or provocative physical contact between opposite or the same gender) **will not** be allowed at school.

3. Knives, guns (including toy guns, water guns), or any other type of weapons **are not** allowed at school.
4. Any student who marries while attending JCA will be asked to withdraw from school.
5. Please note that when confronted with reasonable suspicion, JCA reserves the right to search students and /or students' personal belongings.

The High School and Elementary sections each have separate “Discipline” policies for their prospective area. They should be read by all parents and students in addition to this section.

The following list is not intended to be exclusive, but is a guide to offenses that may cause dismissal from our school:

- Maliciously destroying school property. Students will be liable for damaged property.
- A rebellious spirit, which is unchanged after sufficient effort exerted by the teacher, principal, and parent.
- A serious breach of conduct inside or outside of the school, which has an adverse effect upon the testimony of the school, its administration, or faculty.
- Conduct or attitude that reveals the student to be in open opposition to the basic principles or purposes of the school.
- Insufficient academic progress resulting from **refusing** to apply oneself.
- Involvement in the use or trafficking of drugs, or the use of alcohol whether it is on the school grounds or off, during school or after. (Withholding knowledge of their use will also be considered a serious offense).
- Smoking and/or use of tobacco.
- Immorality or inappropriate behavior with the opposite/same sex.
- Possession of firecrackers, fireworks, or any other explosive device of any kind at school.
- Improper speech, vulgarity, profanity, lying, pornography, and/or obscene gestures.
- Continued hair or dress code violations.
- Cheating
- Involvement in “rock/rap” music or any other music that is unbecoming to the Christian.

EXPULSION

A student may be dismissed from the school at any time he/she is found to be out of harmony with the rules and policies of the school. Decisions in these matters are the full responsibility of the administration and further reviews or appeals cannot be considered.

EARLY DISMISSALS

Early dismissal from school should be a rarity. They will be **excused** for the following reasons:

1. medical appointments
2. student illness
3. death in the family
4. classes taken elsewhere
5. providential occurrences
6. After-school jobs for seniors

All other early dismissals will be considered **unexcused**. **Four unexcused dismissals in a nine week grading period will equal one day absence.**

EXTRACURRICULAR ACTIVITIES

Opportunities for students to participate in extra-curricular activities are part of our program. There will be additional guidelines students will be expected to follow in order to maintain active status.

Behavioral and academic standards will be discussed at that time.

FIELD TRIPS

Elementary classes plan one field trip per semester. Parents are notified of class trips via notes sent home with the students. Students who do not participate will be counted absent. This absence will be unexcused unless prior approval to miss was granted by the principal.

Parents are encouraged to chaperone trips, but they should not use this as an opportunity for a conference with the teacher. Students from other grades will not attend the trip. Please remember the teacher is in charge of the group. The students should not be allowed to do things “special” simply because their parent is **chaperoning**.

PARENTS: We respectfully ask that all parents refrain from wearing shorts that expose the upper or lower thigh area and low cut tops in the school buildings or on field trips. If you are chaperoning a field trip, we ask that you adhere to our code of modesty.

FINANCES

1. Make all tuition, lunch, gift, and any other checks payable to JCA.
2. Payments may be made in the school office, by mail or by bank draft.
3. Extreme caution should be taken when sending cash by way of your child.
4. Report cards and other school records will be withheld until all tuition and fees are current.
5. If a child is withdrawn from the school for reasons other than moving out of town, the current month's tuition will be due regardless of how many days have expired.
6. There will be a \$25.00 fee charged on all returned checks.
7. Before a child can begin a new school year:
 - A. All accounts must be current.
 - B. A cooperation statement must be completed by each family for each student every new school term.
 - C. Registration and first month tuition must be paid.
 - D. A copy of the social security card, birth certificate, physical exam and shot record must be turned in.
 - E. The book fee must be paid.
8. No reduction in tuition charges will be made for absences for any reasons.
9. No transcript or records will be released until a student's account is paid in full. No student will be allowed to graduate with a delinquent account.
10. For a student to participate in extra curricular activities (sports, cheerleading, etc...) all accounts must be current.

Payment is due on the 1st of each month and is late after the 15th. A \$25.00 late fee will be assessed if payment is not made by the 15th.

A student may not attend school if the account is delinquent 30 days or more. The student may return after the account has been paid.

FUND RAISERS

Fundraisers are necessary for the continued improvement of JCA. We ask all students and parents to participate in doing their part in these efforts. The school will keep the selling of goods to a minimum. There will be other opportunities to do special projects for the school that require virtually no effort, i.e.-- labels, Box Tops for education, registering your MVP card at Food Lion, empty computer ink cartridges. These measures indirectly help keep tuition rates down.

GRADING SCALE/REPORT CARDS

Report cards will be issued every nine weeks. Report cards are sent out on a specified Friday after the grading period. They should be signed by a parent and returned by Tuesday.

<u>K4</u>	<u>K5</u>	<u>1st-12th Grades</u>
G=Good	A	A 100-93
S=Satisfactory	B	B 92-85
NI=Needs Improvement	C	C 84-77
	D	D 76-70
	F	F 69 and below

HOMEWORK

We believe that homework is an integral part of the school program and each teacher is at liberty to give homework to aid students in the learning process. It is required that parents cooperate with the school and see that assignments are completed and that papers taken home to be signed are signed and returned promptly. We want the parents to be aware of their child's progress, and we urge them to cooperate with the teacher in any way possible, especially in regard to homework. Little or no homework will be assigned on Wednesdays, so students can attend church services.

Homework is given for the following purposes:

- 1. Drill.** Most students require solid drilling to master materials essential to their educational progress.
- 2. Progress.** Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be reinforced.
- 3. Remedial activity.** As instruction progresses, various weak points in a student's grasp of subject matter become evident.

Homework is given to overcome such difficulties.

- 4. Special projects.** Book reports, compositions, special research assignments and projects are some of the activities frequently assigned. Many of these can only be done at home.

HONOR ROLLS ~ 1st-12th

Principal's Honor Roll - A's in every subject.

"A" Honor Roll - A's and B's while still maintaining an A average.

"B" Honor Roll – A's, B's, and/or C's with at least a B average.

***** It is possible to have A's, B's, and/or C's and maintain an A average; however, the B Honor Roll is the only Honor Roll to be earned if there is an C.**

IMMUNIZATIONS

Each student must present a current Certificate of Immunizations upon registration. A family who chooses not to vaccinate must provide a form which states this decision.

LOST AND FOUND

Lost articles are taken to the Lost and Found Box located in the Elementary hall. Lost and found articles that are not claimed after a one week period will be donated to charity. We have established this policy in order to teach the students the responsibility of their personal possessions. Students should mark all personal items that are brought to the school. Please remember: the clothing lost by your student was paid for by you---accountability is important.

LUNCHES AND SNACKS

Lunches will be purchased from local food suppliers that cater food to our cafeteria. Each teacher sends home Lunch Order Forms for the following week. These forms need to be filled out and returned with payment to the school by Thursday morning of the same week. Final counts are submitted to the kitchen staff by the end of the school day on Thursday to allow them time to place orders with the different restaurants. If the student has not turned in a Lunch Order Form, he/she is required to provide his/her own lunch for that week. We prepare food based on orders placed and do not prepare/order extra in order to avoid waste. When a lunch is forgotten, the student is

responsible for letting the teacher know by snack time. If arrangements with the parents are not made we will provide a lunch (i.e. when possible, a Hot Pocket, corn dog, or burrito, and milk, juice, or water) to a student who has mistakenly forgotten lunch on a specific day. We will not allow a child to go without food. This policy is not meant to be used daily by a student as a means for ordering lunch.

MAKE-UP WORK POLICY

Exams and/or class work missed due to an unexcused absence (including family trips) may be made up at the discretion of the teacher. Excused absences will be granted two days per absence to make up any missed work or tests. It is the responsibility of the student to check with his/her teacher(s) to get the missed work or to arrange the making up of any missed tests. Students should check with the teacher before a trip is taken. Work may need to be completed before the trip.

MEDICAL

It is the desire of JCA to provide the best environment for our students. This includes the area of health and hygiene. Therefore, if a student is found to have lice/scabies or other communicable diseases while at JCA, he/she will need to be immediately taken home and given the necessary treatment. The child may not return to school without being examined by a health professional. A physicians' note should accompany his/her return. See Sickness

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled on the school calendar. However, parents are urged to seek a conference with a teacher at any time, when deemed necessary. **Teachers welcome opportunities to talk with parents, however, appointments should be made so as not to conflict with regularly scheduled duties.** Parents should contact the teacher or office to schedule a conference. Concerns should come through proper channels: teachers first; principals next; and finally the Administrator.

PRIVATE PIANO LESSONS

Private piano lessons are available through a private instructor. You may contact the instructor through the school office to make arrangements. All lesson arrangements and associated cost of lessons are the full responsibility of the parents and piano instructor and are not associated with JCA.

REPORT CARDS

Report cards will be issued every nine weeks. Each week elementary students will bring home their graded papers to be signed and returned.

RESTRICTED STUDENT PICK-UP

If a parent has sole custody of a child, proper documentation must be on file in the school office stating this. Only approved people will be allowed to pick students up.

SCHOOL BOARD

Because JCA is a ministry of First Free Will Baptist Church, a school board consisting of the Deacon Board and one member-at-large (elected by the church body in business session) make up the School Board. The board is answerable to the church body in all of its deliberations.

SCHOOL CLOSINGS

Any time the need arises to cancel school or close early, please check with the local radio and television stations. We will follow the Onslow County Public School System for such occasions as inclement weather closings.

SCHOOL HOURS

The regular school day starts at 8:00 A.M. Students may arrive and enter the building at 7:45 A.M.

All half days dismiss at noon.

Dismissal times are as follows: **K4 and K5 2:35 P.M.**
1st and 2nd grades 2:40 P.M.
3rd-12th grades 2:45 P.M.

SCHOOL OFFICE

The school office is open M-F from 7:30 A.M. until 3:30 P.M.
Ph. 910-347-2358; Fax 910-347-3138; E-mail jcaoffice@ec.rr.com

SECURITY

Except for the school office main doors, we keep all doors locked to maintain building security. The school office main doors are monitored by closed circuit cameras. **Please observe our requirements for checking in.** Your patience is appreciated.

SICKNESS

1. When a student is sick, parents will be notified so that proper action may be taken. **The office is not permitted to administer any medicine.** When a child has frequent headaches, stomach aches or other illnesses; medication may be sent in by the parent and kept in the child's book bag or given to the teacher. (Tylenol, Ibuprophen, cough medicine, sore throat lozenges, cough drops, etc...)
2. Temperatures may be taken in the office. If the student has a fever of 100 degrees or more, the parents will be called to retrieve their child.
3. A student must be fever-free for 24 hours before returning to school.
4. Parents will be notified when a student vomits or has diarrhea.
5. All first aid needs will be taken care of at school.
6. All major needs will be assessed, parents will be called, and further action may result.

SPECIAL NEEDS

If it is determined that a student may require special needs beyond the boundaries of the school's academic program, JCA will attempt to assist the parents in securing appropriate inter-agency placement to meet the student's needs.

STUDENT INSURANCE

All students attending JCA must participate in our insurance program. **Our School insurance covers all students during all school activities.**

TARDINESS

1. Any student who is not **IN** the classroom at the 8:00 A.M. bell is considered tardy.
2. Three unexcused tardies in a grading period will be considered equal to an unexcused absence.
3. It is the parent's responsibility to ensure that students are on time.
4. Excessive tardies may result in disciplinary action.
5. More than 9 tardies in a 9-Week period is considered excessive.

TRANSPORTATION

We do not provide transportation; however, we will be happy to help you find a suitable car pool situation if that is your desire.

VISITING CLASSROOMS

Visitors are asked not to go to any classroom until receiving permission and given a visitor's badge from the office. These requests are typically granted, but we must be aware of all visitors for security/safety reasons.

VISITORS

Students who desire to bring visitors to school must secure permission from the appropriate principals. The administration reserves the right to reject visitors at any time. Students that have been dismissed from JCA may not return to campus before, during, or after school without administration's permission.

Visitors on the campus must observe the dress code requirements of the school and must obtain a visitor's badge when signing in at the office.

WITHDRAWAL PROCEDURES

Students who withdraw from JCA during the school year will not be refunded registrations, book fees, etc... They are responsible to pay the entire tuition for the month in which they withdraw or are dismissed. At the time of withdrawal, all athletic uniforms and other school property must be returned. Records will not be transferred until all financial obligations have been met and all items returned.

Students may withdraw from JCA during the school year by completing the appropriate withdrawal form (available in the office). Proper completion of the withdrawal form includes obtaining the necessary signatures and information regarding the students' academic/social standing.

YEARBOOK

There will be a yearbook sale each year. Yearbook purchases are optional.

... "No truth is more evident...than that the Christian religion must be the basis of any government intended to secure the rights and privileges of a free people."

N. Webster

"Religion, morality, and knowledge being necessary to good government and the happiness of mankind, schools, libraries, and the means of education shall forever be encouraged."
The Constitution of North Carolina (Article IX)

ARBITRATION

First Free Will Baptist Church is one ministry. The administration consists of two boards; the Deacon Board, and the School Board (Deacon Board plus one member at large). Our ministry has one philosophy that governs all areas of our ministry.

Therefore, when adults having children in our church school get out of fellowship with the church, which includes (1) becoming uncooperative and disgruntled, ceasing to regularly attend the services at First Free Will Baptist Church, (2) move their membership to another church, and (3) become openly critical and in disruptive agreement with this ministry, they forfeit the privilege of having their children attend the church school and must remove them.

Right fellowship with the church is to precede the re-entry of any student in the church school where the previous circumstances have existed in any form.

JCA, an inseparable ministry of First Free Will Baptist Church, views with disdain lawsuits among Christians (believers in and followers of Christ) and concurs completely with “**Article XIV-Binding Arbitration**” of the Constitution and By-laws of the First Free Will Baptist Church, Jacksonville, N.C., which addresses this critical concern as follows:

Section 1-Submission to Arbitration

A. Believing that lawsuits between/among believers (in Christ) are prohibited by Scripture (I Corinthians 6:1-8; Matthew 18:15-18; Proverbs 25:9), all members of this church agree to submit to binding arbitration any matters which cannot otherwise be resolved and to expressly waive any and all rights in law and equity to bringing any civil disagreements before a court of law, except that judgment upon the award rendered by the arbitrators may be entered in any court having jurisdiction thereof. We will refer and submit any and all disputes, differences, and controversies whatsoever within the agreed scope of arbitration to a panel of three (3) arbitrators to be selected as follows:

1. All arbitrators must be born-again Christians of good reputation in the community and who affirm the Church’s Statement of Faith in its entirety.

2. Each party shall submit a list of three (3) proposed arbitrators to the other party, and the other party will choose one of the three (3) proposed arbitrators to serve on the panel.
3. The third arbitrator will be selected by mutual agreement of the other two arbitrators.
4. In selecting the arbitrators, each party shall act in good faith in choosing Christian arbitrators who have no prior knowledge of the facts leading up to the dispute, are not related to or close friends with the selecting party, and who will act impartially and with fundamental fairness.
5. No arbitrator may be an attorney.
6. No arbitrator may be employed or ever have been employed by, or under the authority of, either party or any other arbitrator.
7. The arbitrator will be selected as soon as possible but no later than thirty (30) days after the parties have agreed to the scope of the arbitration.
8. The arbitration shall be held at a neutral site agreed to by the arbitrators.

B. The arbitrators shall, subject to the provisions of these procedures, arbitrate the dispute according to the terms of these procedures, the Bible as interpreted by the Church's Statement of Faith, and any applicable Church documents.

C. Each party may be represented by counsel throughout the process at the party's own expense. Discovery will be allowed as needed, as determined in the discretion of the arbitrators. Formal rules of evidence shall not apply.

Section II-Scope of Arbitration

The parties must, prior to the selection of arbitrators, agree to the scope of the matters to be considered by the arbitrators. In doing so, the parties must conduct themselves with the utmost courtesy as befits believers in Jesus Christ. If the scope of the dispute for arbitration cannot be agreed upon by the parties, the scope shall be determined by the arbitrators.

Section III-Terms and Conditions of Arbitration

- A.** The arbitrators shall have full power to make such regulations and to give such orders and directions as they shall deem expedient in respect to a determination of the matters and differences referred to them.
- B.** The arbitrators shall hold the arbitration hearing as soon as possible, but no later than thirty (30) days after selection of the third arbitrator.
- C.** There shall be no stenographic record of the proceedings, and all proceedings shall be closed to the media and any other individuals not directly involved in the proceedings.
- D.** Normally, the hearing shall be completed within three (3) hours. The length of the hearing, however, may be extended by the arbitrators at their discretion, or an additional hearing (to be held promptly) may be scheduled by the arbitrators.
- E.** There will be no post-hearing briefs.
- F.** The arbitrators are to make and publish their award in writing, signed by each of them concerning the matters referred, to be delivered to the parties no later than forty-eight (48) hours from the conclusion of the hearing unless otherwise agreed by the parties. The arbitrators may, in their discretion, furnish an opinion.

Section IV-Conduct and Rules of Hearing

- A.** The arbitrators may, in their absolute discretion, receive and consider any evidence they deem relevant to the dispute, whether written or oral, without regard to any formal rules of evidence.
- B.** The parties and their respective witnesses must, when required by the arbitrators, attend and submit to all examination and cross-examination under oath as to all or any of the matters referred to in the proceedings and must produce and deposit with the arbitrators all or any evidence within their possession or control concerning such matters.

- C. If a party defaults in any respect referred to in Section IV-B, above, the arbitrators may proceed with the arbitration in their discretion as if no such evidence were in existence, insofar as it may be favorable to the party in default.
- D. All presentations shall be controlled by the arbitrators. Any disputes regarding procedure shall be decided solely by the arbitrators.

Section V-Duties and Powers of Arbitrators

- A. The arbitrators are to receive all evidence, prayerfully consider such evidence in an impartial manner, and render a decision which, based upon Scriptural principles, is fair to both parties.
- B. The arbitrators have full power to order mutual releases to be executed by the parties, and either of the parties failing such orders shall have the effect of a release and may be duly acknowledged as such.
- C. In the event that either party or witness for either party shall fail to attend the arbitration hearing, after such written notice to such party as the arbitrators shall deem reasonable, the arbitrators may proceed in the absence of such party or witnesses without further notice.

Section VI-Decision of Arbitrators

- A. It is preferred that the arbitrators reach a unanimous decision; but if a unanimous position cannot be obtained, a majority decision will be accepted. The written decision of a majority of the arbitrators shall be final and binding on all parties, and judgment upon the award rendered by the arbitrators may be entered in any court having jurisdiction thereof. There is no appeal from the decision of the arbitrators.
- B. The decision of the arbitrators is to be kept confidential by all parties for a period of one year. For purposes of these procedures, the church membership may be informed of the decision if the church or any church pastors, officers, trustees, employees, or board members were a party to the proceedings.

- C. Should any party commence legal proceedings against another party with respect to the agreed scope of the dispute or the binding decision of the arbitrators, with the exception of an action to enforce the decision of the arbitrators, that party shall pay to the other party all expenses of said proceedings, including reasonable attorneys' fees. In the event it becomes necessary for one party to commence legal proceedings to enforce the decision of the arbitrators, the non-prevailing party must bear all the costs of said proceedings, including reasonable attorneys' fees.

Section VII-Cooperation of Parties

No party shall unreasonably delay or otherwise prevent or impede the arbitration proceedings. No party will involve the news media in the dispute in any way. No party shall publicize the dispute in any way to anyone not a party to the proceedings, except as permitted by the arbitrators, and except that a party may disclose the proceedings of this arbitrations to his or her spouse, legal counsel, accountants, insurance carrier, and as otherwise required by law.

Section VIII-Costs and Expenses

Each party must pay his own costs and expenses related to presenting the party's case to the arbitrators. Costs of the arbitration, including any fees for the arbitrators, are to be shared equally by both parties.

Section IX-Amendments

These procedures for Arbitration may be revised or amended by a majority vote of the board of deacons present and voting at any regular board meeting.

Section X-Adoption

- A. These procedures for arbitration were adopted by a majority vote of the board of deacons at which a quorum was present.
- B. These procedures for arbitration supersede any other procedures for arbitration previously adopted by the board of deacons, if any exist.

*****Relative to Jacksonville Christian Academy, it is understood that any reference to church members (in Article XIV of the Constitution and By-Laws of the First Free Will Baptist Church, Jacksonville, N.C.) is to be viewed interchangeably with “members of and/or those associated (directly and indirectly) with” Jacksonville Christian Academy.**

KINDERGARTEN & ELEMENTARY SCHOOL

"... This great nation was founded, not by religionist, but by Christian, not on religions. But on the Gospel of Jesus Christ..."

Patrick Henry

DISCIPLINE

When a student does not conform to the rules and standards proposed by the teacher or administration, correction will be administered. Correction comes in many different forms. Our teachers have a wide variety of ways to correct students when they misbehave or are irresponsible. Those ways include using eye contact, close proximity, word of mouth, losing privileges, removal from class, extra assignments, phoning parents, visiting the principal's office, corporal correction, suspension, or dismissal from school (expulsion).

Expulsion is the last resort. The following infractions (but not limited to) may result in corporal correction (paddling) and/or expulsion. Offenses denoted by (*) are considered "First time" paddling offenses.

- *Cursing/vulgar language
- *Fighting
- *Disrespectful towards the teacher > bad attitude; rolling eyes; huffing/puffing; argumentative; improper speech
- *Destroying/purposefully damaging school property
- *Tantrums > stomping feet; yelling at the teacher; falling on floor; refusal to cooperate; uncontrollable crying
- Defiance/willful disobedience/uncooperative
- Stealing
- Lying
- Spitting/biting
- Excessive disobedience
- Bullying/hitting/pushing
- Excessive homework violations
- Cheating > **First offence**: the penalty is an automatic "F".

Second offence: the penalty is an automatic “F”; parent meeting with the teacher. **Third offence:** the penalty will be an automatic “F”; a parent/teacher meeting with the principal; and a paddling. **Fourth offence:** dismissal from school.

We desire to assist you in the molding of your child in order to help him to be all that God expects him to be. We will use love, fairness, and discretion when it comes to the correcting of your child. The school and home must work together. We live in a world of confusion and if the home and school contradict one another, confusion will be the end result. If parents entrust their child to our care, we expect complete support from them in matters of correction and academics.

When a parent is contacted for any reason regarding academics or behavior, it is very encouraging when a parent fully supports the school and is not defensive or makes excuses. Let your child take the heat for his infractions. **When corporal correction is warranted, parents will be called to administer the discipline.** A student may not return to class until the discipline has been administered. If a parent is unable to come to the school, permission to administer the discipline will be given in two ways:

1. When you enrolled your child into our school, you were required to sign a *Statement of Cooperation*, a *Discipline and Conduct Policy* and a *Corporal Corrections Release* form.
2. After the principal has called parents to discipline and has been informed by the parents that they are unable to come, the principal may be given verbal permission to administer the discipline.

If a parent objects to the paddling, the parent will be required to come to the school immediately to talk further with the principal. If the parent still feels the punishment is unjust, the parent will be required to withdraw his child from our school.

DISMISSALS

K4 and K5 dismiss at 2:35 P.M. Grades 1st thru 2nd dismiss at 2:40 P.M. Grades 3rd thru 12th dismiss at 2:45 P.M. All students must be picked up by 3:00 P.M. Students not picked up by this time are placed into the After-school Care Program. The additional cost for this service is the full responsibility of the parents.

Picking up students before the dismissal time is discouraged. Our school day reflects particular time allotments which constitute certain subjects comprising the complete school day.

See Early Dismissals

DRESS CODE

Examples of our school uniform may be viewed in the school office.

No elementary student may add extra clothing or accessories to the regular school uniform without the Elementary Principal's approval.

All elementary students must adhere to the school's dress code when attending *any school related event*. This includes orientation, sporting events (even away from school), field trips, spirit week, fall festival, award ceremonies, and graduation unless specified otherwise.

The administration reserves the right to determine what accessories, hair styles, and clothing are/are not permissible.

Any student who continuously fails to follow the dress or hair code, will receive an infraction notice.

Students in obvious violation of the dress or hair code will not be permitted to attend school. Classes missed while dress or hair code violations are being corrected will be considered as unexcused absences.

Boys

Proper under garments are to be worn at all times

Shoes and socks are to be worn at all times. Boys may wear boots, casual, dress, or tennis shoes. No sandals or flip-flops are allowed.

Watches, medical bracelets, ID/dog tags may be worn. No other necklaces or bracelets may be worn. This includes wearing crosses or other medallions. Boys may wear rings but only one ring per hand. Boys may not wear earrings. Piercings or tattoos of any kind are not permitted.

Hair should be neat and clean in appearance and should appear masculine. Hair must be off the ears, eye brows, and collar and must be tapered on the sides and in back. Hair should not be worn bushy and side burns should be worn no lower than below the bottom of the ear. The artificial coloring of hair and designs in the hair are not permitted. Boys may not wear bowl styles, pony or rat tails. Any spiking of the hair/or curly hair may not rise above one inch.

Elementary boys may wear short or long sleeved oxford or polo shirts. Each shirt must have a collar and bear the JCA logo. Oxfords may be white, powder blue, or light yellow. Polo shirts may be white, navy blue, or yellow/gold. Powder blue is not a polo color option.

Boys may wear durable cotton/khaki/docker style pants. No denim dress, corduroy, sweat, or swish pants may be worn. Pants may have front pleats. All pants made to wear with a belt must have a belt. All pockets must be at waist level (no cargo pockets). Pants may be navy, black, or khaki in color.

During recreational activities boys may wear jean, swish, or sweat pants. These pants must fit properly and may not have holes or rips. Any shirt or T-shirt must fit properly; have no holes or rips; and all words or logos must not promote worldly events.

When attending special programs or ceremonies and regular uniform dress is not required, long pants and a collared shirt are still required unless specified otherwise.

During the cooler times of the year, boys may wear turtle necks or long sleeved shirts under their uniform shirt. However, the color chosen must be one or a combination of the following colors: gold, yellow, white, dark or light blue, or khaki.

GIRLS

Proper undergarments are to be worn at all times. Wearing shorts under the jumpers and skirts is recommended for modesty when playing at recess.

Shoes and socks/tights are to be worn at all times. Girls may wear sandals, casual, dress, and tennis shoes as well as boots. No flip-flops are allowed. However, “flip” styles/backless may be worn. **Shoes that won’t slip off easily are recommended—especially for the younger grades.**

Jewelry and makeup should not be excessive or gaudy, but worn tastefully. Girls may only wear one pair of earrings which may be worn in the lower lobe of the ears. No other piercings, cartilage or otherwise may be worn. Tattoos are not permitted.

Hair should be neat and clean in appearance and should not appear masculine. The artificial coloring of hair is permitted but, color choices must be natural (i.e. brown, black, red, and blond).

Girls may wear short or long sleeved blouses, oxfords, or polo shirts. Each shirt must have a collar and bear the JCA logo. White blouses may be worn. Oxfords may be white, powder blue, or light yellow. Polo shirts may be white, navy blue, or yellow/gold. Powder blue is not a polo color option. All shirts must fit properly and may not appear tight or accentuate the bust line.

Elementary girls may wear durable, khaki/docker style cotton skorts, skirts, or jumpers and must come at least to the **bottom of the knee**. No corduroy or denim may be worn. The skirts and skorts may be Blue and gold plaid, navy, black, or khaki. Skorts must have a *front and back flap*. Skirts may be straight, A-ling, or box pleated.

Jumpers may be Blue and gold plaid, navy or khaki only. They may have box pleats and a drop waist and must bear the JCA logo. All pockets must be at waist level (no cargo pockets). All slits must be sewn at the back of the knee. All skorts, skirts, and jumpers must fit properly and should not accentuate the rear end.

During recreational activities, girls may wear the uniform skort, split skirt, or basketball style shorts. All styles must be loose fitting at the hips, crotch, and around the legs and come to the bottom of the knee. Longer styles should not have a pant-like appearance. No shorts, Capri, or pants of any kind may be worn at school functions. Any shirt or T-shirt must fit appropriately, have no holes or rips, and all words or logos must not promote worldly events.

When attending special programs or ceremonies and regular uniform dress is not required, all clothing should fit properly, no plunging necklines, and hang to the bottom of the knee.

During the cooler times of the year, girls may wear turtle necks or long sleeved shirts under their uniform shirt or jumper. However, the color chosen must be one or a combination of the following colors: gold, yellow, white, dark blue, light blue, or khaki. Girls may also wear traditional leg warmers or leggings. They may not resemble

pants or be baggy but, should form fit to the leg. See the Elementary Principal if you have any questions.

ELEMENTARY TRAFFIC PROCEDURES

Please see traffic map for direction of traffic flow for both drop-off and pick-up procedures.

DROP-OFF PROCEDURES

- A. If you arrive before 7:45 A.M., please park in the approved parking spaces and wait or wait in drop-off car line.
- B. The double glass doors are unlocked at 7:45 A.M. Students may go directly to their rooms at this time. The doors are locked at 8:00 A.M. Any student who is tardy must go to the office and get a tardy slip. If the elementary double doors are locked, please go to the office end to enter the building.
- C. If you are waiting in the car line and your child remains in your car until 7:45, or if you arrive at any other time after that, allow them to exit the vehicle by themselves or help them out.
- D. Please do not leave your car in the line unattended. This is very frustrating to parents whose children get out and go in by themselves.
- E. *If you only walk your child to the glass doors, please park in a space.*
- F. **In the car line, for the courtesy of others, please let your child walk to the building unaccompanied.** It is fine to watch them go in from your car, but please be mindful of the line behind you. Most parents are trying to get to work. If you enjoy walking your child to the door, please park in a space.
- G. **In order to establish their morning routines, please allow your child (ren) to enter the classroom unaccompanied. Please do not communicate with your child once they have entered the classroom. The teacher must be given charge of the day. Please take care of any restroom needs or homework matters before they enter the classroom. Feel free to peek through the glass if necessary, but don't let them see you if at all possible.**

- H. Any parent who wishes to give a “quick” message to the teacher may do so, but please keep in mind the teacher must give her attention to the students. Feel free to call the office (347-2358) or send a note. We always want to keep the lines of communication open.
- I. Please drive safely and defensively. Parents should always be an example in word and DEED.
- J. **The speed limit on campus is 5 MPH.**

PICK-UP PROCEDURES

1. Unless you are a K4 or a K5 parent, please do not get into the car line before 2:30 P.M. This allows our K4 and K5 parents to get their children and leave by 2:40 or move up to get older children, thus shortening the car line.
2. Parents may park in approved parking spaces for pickup and to retrieve their children.
3. Please help each other and be courteous. Avoid blocking driveways and parked cars when possible. Do not “cut” one another off.
4. Each class is lined up standing and/or sitting. The students are to raise their hand to let the teacher know when they see their ride, of course teachers are looking as well. The teachers will do their best to get each student to the car as quickly as possible. It is very important that the pick up process be done in an orderly manner.
5. We have signs that read “INSIDE DISMISSAL”. When the signs are out, please park in a space and go into the building to retrieve your child(ren). Keep the regular car line open for Day Care Vans and mothers with babies. This may help prevent mothers from having to “drag” their small children out into the elements.
6. When possible, please inform others who may also drop-off and pick-up your child about our traffic procedures.
7. Thank you for your cooperation, and please keep us in your prayers as we strive to continue to provide a safe environment for your child (ren).

HOMEWORK

Homework is an integral part of the school program and aids the student in the learning process. Parents are urged to cooperate and see that assignments are completed and that papers taken home to be signed are signed and returned promptly. This is a way to keep

parents informed of their child's progress. To encourage Wednesday night prayer meeting attendance, **homework will be very light on Wednesdays**. However, tests and quizzes may still be given on Thursdays.

Home work policy for 3rd thru 6th grade

First offense: warning; finish homework at break, lunch, or recess

Second offense: same as above

Third offense: same as above; notify parents

Fourth offense: same as above; see Miss Lanvermeier

Fifth offense: same as above; extra assignment; paddling warning

Sixth offense: same as above; paddling

Seventh offense: same as above; 30 minutes detention after school (to be served that day)

Eight offense: same as above; 1 hour detention after school (to be served that day); parent meeting with teacher and principal; suspension warning

Ninth offense: 1 day suspension (work assignments will be given and the student may not return to class until it is completed)

***Further offenses may result in dismissal

***Offenses will start over each 9 weeks

***“No Signature” offenses will not be punished as this type of homework offense, but may still be punished. However, writing/copying something down incorrectly and not completing what was required or **not having the completed homework at school will be punished as a homework offense**.

*If there is a time when a detention cannot be served due to an illness or a previously scheduled doctor's appointment, the detention will be the day the student returns to the school.

*****A student may not miss detention to attend a JCA practice or game. This allows the student to understand that excessive irresponsibility = no privileges and affects others.**

PROMOTION/RETENTION

Students who fail two of the following subjects or end the year with a yearly average of F, will automatically repeat the grade. These subjects are: Mathematics, Language, and Reading. A student missing more than 20 school days may be required to repeat the

grade. If excessive days are missed due to sickness or another extreme case, the administration will cooperate with the family to ensure work is kept current. It is the parents' responsibility to obtain the necessary information and ensure work is turned in.

*"...This [America] is a religious people... this is a Christian nation."
--U.S. Supreme Court*

*"Of all the dispositions and habits which lead to political prosperity, religion and morality are indispensable supports."
--George Washington, Farewell Address*

*"The religion which has introduced civil liberty is the religion of Christ..."
--Noah Webster*

MIDDLE AND HIGH SCHOOL INFORMATION

ACADEMICS

A course of study will be determined for each freshman as they enter the high school grades. Any difficulties in scheduling will be worked out with a conference among the student, parents, and principal. A minimum of 22 credits is required for graduation. All students will be placed in our College Preparatory course of study unless directly

requested otherwise by the student's parents. The **general diploma** is as follows:

Math	3 credits
English	4 credits
Social Studies	3 credits
Science	2 credits
Bible	4 credits
Speech	½ credit
Computer	1 credit
PE/Health	2 credits
<u>Electives</u>	<u>2 ½ credits</u>
	22 credits

For **college prep**, add:

Math	1 credit
Science	1 credit
<u>Foreign language</u>	<u>2 credit</u>
	26 credits

(Electives include physical education, choir, health, music, drama, yearbook, etc...) Credits are awarded on successful completion of each semester.

Graduation: Valedictorian and Salutorian must complete a minimum of a college prep tract.

*** Bible is required for each year in high school.

COMPUTERS, CELL PHONES, AND ANY ELECTRONIC COMMUNICATING DEVICES

Students with cell phones or other electronic communicating devices must leave them in their cars upon arriving at school or leave them with their homeroom teacher who will return it to them after school.

No cell phones are to be used in the building. Do not leave cell phones in your locker, purse, gym bag, or on your person. Should you be needed in an emergency, the office will contact you. Non-emergency related calls interrupt the education process. A phone is available in the office for those who need to make important phone calls.

BOY/GIRL RELATIONSHIPS

JCA is co-educational, operating on the premise that it is wholesome for boys and girls to develop many friendships during the school years. Some friendships will be with members of the opposite gender.

Students should not arrive at or leave school with a member of the opposite sex unless it is his/her pre-approved ride to school. No mixed groups may ride together without written approval from both parents.

Outward show of affection in public such as holding hands, having arms around one another, and the like is not permitted in the school, or on the school grounds at any school activity.

Couples should never be in places where there are no adult chaperones. It is vitally important that there be an effort made to avoid all appearances of wrong in dating relationships. Any failure to comply with these guidelines will be viewed as a serious offense.

COURSE CHANGES

No course may be dropped or added unless the student meets with the principal and secures permission to do so. Any course dropped after the first two weeks of school will be recorded as an "F" unless such change is recommended by the administration. No course may be dropped or added after the fourth week of the school year. Unless unusual circumstances prevail, a student will retain the same courses throughout the entire year. No changes may be made at semester break.

DEPARTURE

School dismisses at 2:45 P.M. each afternoon. All students must be picked up by 3:05 P.M. After 3:05 P.M., all students are sent to the After School Care Program. The parents are responsible for the financial reimbursement to this program. **Students are not to roam the campus and must maintain the school dress code.** Parental permission must be granted in writing and be on file with the principal before any student may leave campus with anyone except family members.

1. Each student leaving early must bring a note in the

morning stating the reason and dismissal time to check out.

2. Each student coming in late or leaving early must sign in or out at the office.
3. No student will be allowed to leave school early for work without permission.
4. Early dismissal deemed unexcused will result in the student not being allowed to make up missed work or tests.

DISCIPLINE

Discipline is a balance of love and control. Discipline and order are necessary to the traditional educational process. Our faculty strives to provide love and special attention to each individual student.

It is our philosophy that if a teacher is to be respected by his/her students, the teacher must have authority to handle matters of discipline. Discipline is administered in love and with counseling and understanding. Our faculty has each child's interest at heart.

Love and respect is the basis for all discipline at JCA. It is our aim not only to academically bring each child to his full potential, but also to teach our children the meaning of good character and responsibility. We ask our parents to exercise confidence in the judgment of the teachers in the matters of discipline. We expect full support from all of our parents.

Junior and senior high school students operate on a system of detentions and demerits for discipline.

Detention:

Detentions are given for minor school infractions.

Detention slips must be signed by parents and returned to the detention overseer on the day of detention.

Detention will be served at the discretion of the principal. This includes the day, length and assignment. Assignments must meet the satisfaction of the detention supervisor.

Detention may not be postponed without incurring a full detention penalty per day to be added to the assigned detention. Detentions will not be rescheduled for extracurricular activities.

Four detentions will result in a day of **In-School-Suspension (ISS)**. **A parent conference will also follow the days of suspension.**

NOTE: ISS (In-School-Suspension) results in the exemption from any school activity that may occur on the day(s) issued including ball games, banquets, trips, etc... Students must do all work: a maximum grade of 60 will be given on any makeup work.

Demerits will be issued as follows:

1. Being out of your room without permission----- 1
2. Boy/girl misconduct----- 1-5
3. Disorderly conduct in the school or on school grounds---- 1
4. Failure to attend prescribed activities----- 1
5. Failure to serve detention-----1
6. General disturbance----- 1
(talking without permission; talking after being warned;
passing notes; chewing gum; running in the building;
throwing objects; etc...)
7. Meddling in other students' property----- 1
8. Repeated failure to return slips or assignments----- 1
10. Violation of the school dress code----- 1
12. Fighting----- 2-10
13. Griping----- 2
14. Leaving school without permission----- 1-10
15. Any misconduct----- 1-5
16. Miscellaneous offenses----- 1-5
17. Possession of cell phone or beeper inside the building ---- 1
18. Disrespect toward teachers----- 3-5
19. Lying----- 5
20. Possession of questionable reading material----- 5
21. Using indecent language----- 1-10
22. Cheating----- 2-10
23. Destroying or defacing school property----- 4-10
24. Flagrant misconduct----- 5-10
25. Possession of pornography----- 10-20
26. Stealing ----- 5-20
27. Use and/or possession of tobacco products-----10-20
28. Use and/or possession of drugs or intoxicating beverages----

-----Expulsion
29. Improper sexual relations (fornication) -----Expulsion

All essays must be seen and signed by parents.

5 Demerits: 1 day suspension; and a 400-word essay on “Obedience.” Essay must be in ink, done neatly and correctly.

10 Demerits: 3 day suspension; and an 800-word essay on “Great Men of America” (minimum of 4-10 men). Essay must be in ink, done neatly and correctly, and include proper references.

20 Demerits: 5 day suspension; a 1000-word essay on an assigned topic. Essay must be in ink, done neatly and correctly, including proper references. A final review of the student’s future attendance by administration will be made at this time.

Suspension- will be in-school unless stated by the principal. A student with demerits may have them removed. If a student does not receive any new demerits during a period of one month, he/she may request that one demerit be removed. The student must make the request to the principal in writing. All demerits are removed at the end of each semester, unless the administration deems it necessary to carry them over to a new semester.

DRESS CODE

We believe the Bible establishes at least four minimum standards for Christian dress. First, **modesty** (1 Tim. 2:9; 2 Tim. 2:22). Secondly, **distinction**, men dressing like men, and women dressing like women (Deut. 22:5; 1 Cor. 11:14,15). Thirdly, **identification**, with the Lord and not the world (1 Tim. 4:12; Romans 12:1,2; 1 John 2:15-17). Some of the world’s styles are simply unacceptable to the Christian young person seeking God’s best for his/her life. Fourthly, **appropriateness**, (1 Cor. 10:31; 1 Thess. 5:22). A good rule-of-thumb to remember is: “if it is questionable, refrain from wearing it.”

All MS and HS students must adhere to the school’s dress code when attending any school related event. This includes orientation, sporting events (even away from school), field trips, spirit week, fall festival, award ceremonies, and graduation unless specified otherwise.

No MS and HS student may add extra clothing or accessories to the regular school uniform without the Principal's approval.

Any student who continuously fails to follow the dress or hair code, will receive an infraction notice.

Students in obvious violation of the dress or hair code will not be permitted to attend school. Classes missed while dress or hair code violations are being corrected will be considered as unexcused absences.

The following standards will be followed by all Junior and Senior High School young men:

Proper under garments are to be worn at all times

Shoes and socks are to be worn at all times. Boys may wear boots, casual, dress, or tennis shoes. No sandals or flip-flops are allowed.

Watches, medical bracelets, ID/dog tags may be worn. No other necklaces or bracelets may be worn. This includes wearing crosses or other medallions. Boys may wear rings, provided only one is worn per hand. Boys may not wear earrings. Piercings or tattoos of any kind are not permitted.

Hair should be neat and clean in appearance and should appear masculine. Hair must be off the ears, eye brows, and collar and must be tapered on the sides and in back. Hair should not be worn bushy and side burns should be worn no lower than below the bottom of the ear. The artificial coloring of hair and designs in the hair are not permitted. Boys may not wear bowl styles, pony or rat tails. Any spiking of the hair/or curly hair may not rise above one inch from the scalp.

High school boys may wear short or long sleeved oxfords or polo shirts. Each shirt must bear the JCA logo. Oxfords may be white, powder blue, or light yellow. Polo shirts must have a collar and may be white, navy blue, or yellow/gold.

Boys may wear durable cotton/khaki/dockers style pants. No denim, dress, corduroy, sweat, or swish pants may be worn. Pants may have front pleats. All pants made to wear with a belt must have a belt. All

pockets must be at waist level (no cargo pockets). Pants may be navy, black, or khaki in color.

During recreational activities boys may wear jean, swish, or sweat pants. These pants must fit properly and may not have holes or rips. Any shirt or T-shirt must fit properly, have no holes or rips, and contain no wording inappropriate to a Christian atmosphere.

The administration reserves the right to determine what accessories, hair styles, and clothing are/are not permissible.

The following standards will be followed by all Junior and Senior High School young ladies:

Proper undergarments are to be worn at all times.

Shoes are to be worn at all times. Girls may wear sandals, casual, dress, and tennis shoes, as well as boots. No flip-flops are allowed, however, “flip” styles/backless may be worn.

Jewelry and makeup should not be excessive or gaudy, but worn tastefully. Girls may only wear one pair of earrings which may be worn in the lower lobe of the ears. No other piercings, cartilage or otherwise may be worn. Tattoos are not permitted.

Hair should be neat and clean in appearance and should not appear masculine. The artificial coloring of hair is permitted but, color choices must be natural (i.e. brown, black, red, and blond).

Girls may wear short or long sleeved blouses, oxfords, or polo shirts. Each shirt must bear the JCA logo. White blouses with collars may be worn. Oxfords may be white, powder blue, or light yellow. Polo shirts must have a collar and may be white, navy blue, or yellow/gold. All shirts must fit properly and may not appear tight or accentuate the bust line.

All girls may wear durable, khaki/dockers style cotton skirts or skorts at least to the **bottom of the knee**. No Denim or Corduroy may be worn. The following uniforms may be Blue and gold plaid, navy blue, black, or khaki. Skorts must have front and back flaps. Skirts may be straight, A-line, or box pleated. All pockets must be at waist level (no cargo pockets). All slits must be sewn or pinned at the back of the knee. Jumpers may be Blue and Gold plaid, navy, or khaki only and must bear the JCA logo. All skirts, skorts, and jumpers must fit properly and should not accentuate the rear end.

During recreational activities, girls may wear the uniform skort, split skirt, or basketball style shorts. All styles must be loose fitting at the hips, crotch, and around the legs and come to the bottom of the knee. Longer styles should not have a pant-like appearance. No shorts, Capri, or pants of any kind may be worn at school functions. Any shirt or T-shirt must fit appropriately, have no holes or rips, and all words or logos must not promote worldly events.

Students in obvious violation of dress or hair code will not be permitted to attend school. Classes missed while dress or hair code violations are being corrected will be considered as unexcused absences.

The administration reserves the right to determine what accessories, hair styles, and clothing is/are not permissible.

The Dress code applies to all school activities.

PARENTS: We respectfully ask that all parents refrain from wearing shorts that expose the upper or lower thigh area and low cut tops in the school buildings or on field trips. If you are chaperoning a field trip, we ask that you adhere to our code of modesty as mentioned above.

DRESS CODE FOR BANQUETS AND OTHER SPECIAL EVENTS

Throughout the year there will be opportunities for the students to wear formal attire to different activities such as banquets. The JCA dress code applies to such events. With these events, considered “dress up” times, we do make the following requirements.

Gentlemen –

The following guidelines are to be adhered by all men and male guests.

- A traditional, collared shirt and tie
- Dinner jackets are preferred.
- Tuxedos are acceptable, but not required.

- All other accessories, hair styles, garments, or footwear must be worn properly and adhere to our School's Dress Code for men.

Ladies –

The following guidelines are to be adhered by all ladies and female guests.

- Every female student or guest must have her dress checked before the banquet.
- Formal or Semi formal dress or top/skirt combinations are acceptable.
- Armholes must fit closely and modestly.
- If straps are worn *without a wrap*, they must be at least 3" in width.
- *Unless* it is gathered or doubled, straps may not be sheer fabric.
- A wrap must be anchored to the dress with no straps or whose straps are less than 3" in width.
- No strapless tops will be checked; straps and or wrap must be attached already.
- Neckline should be no lower than 3" inches from collar bone; absolutely no cleavage may be visible.
- Proper undergarments should be worn and must not be visible.
- The back of the garment may not fall lower than the band of the undergarment.
- Dresses/skirts must fall at least to the bottom of the knee in order to be checked.
- All other accessories, hair styles, garments, or footwear must be worn properly and adhere to our School's Dress Code for ladies.

*We reserve the right to determine what is considered modest and acceptable to wear at any school event.

DRESS CODES FOR CASUAL DAYS AND ATHLETIC EVENTS

At certain times during the school year a casual day may be awarded to the student body. On these days the casual day dress code will be followed. Although there is casual dress, we expect modesty and neatness to characterize our students' attire.

GRADING PERIODS

JCA observes four grading periods. The first and second periods are grouped together as a first semester and the third and fourth periods are grouped together as the second semester. Report cards will be sent home by the student each grading period.

LEAVING SCHOOL

Students who leave school for any reason before the 2:45 P.M. dismissal time must see the principal before they leave. Parents should send a note with their student indicating the time and the reason they need to leave. If no note is sent, the student may not leave until someone in the office speaks with a parent.

All students must sign out before they leave and sign in upon their return. Failure to follow the policies above will be termed “skipping school,” and will result in severe disciplinary action.

Only in emergency and necessary situations should a student leave school early. Habitual early dismissal will not be tolerated.

LOCKERS

It is the responsibility of each student to take care of his/her locker. Lockers should be kept clean and orderly and are not to be used as trash receptacles. Items must not be placed on top of lockers, on the floor in front of them or hung on the doors. Periodic locker checks will be made.

Students are requested to limit the number of trips they make to lockers in order to minimize congestion in those areas. Students should keep personal items in their lockers for protection and for the sake of good housekeeping. Students should never exchange lockers without permission from the office.

PROMOTION/RETENTION

7TH & 8TH GRADES

Seventh and eighth graders do not accumulate credits toward high school graduation. Failure of three or more subjects or yearly average of “F” automatically requires retention for 7th and 8th graders.

9th – 12th GRADES

At the high school level, a student's classification will be determined by the number of credits earned:

0-5 credits earned = Freshman

6-11 credits earned = Sophomore

12-17 credits earned = Junior

18 + credits earned = Senior

Those who fail either semester of any course required for graduation will be required to attend summer school.

SENIOR CLASS TRIP

The senior trip should be looked upon as a reward and privilege for any graduating senior from JCA. This trip is a school sponsored event. JCA retains all rights and responsibilities relative to the event including but not limited to the following: where the group may travel, means of travel, overnight accommodations, sponsors and chaperones that may go, places and forms of entertainment, and actions and appropriate dress for the trip. Seniors choosing not to go on the trip will still be included in the fundraising efforts.

A senior may forfeit the right to go on the senior trip by actions inappropriate to the conduct code of JCA at any time prior to the senior trip.

SPORTS PROGRAMS

ELIGIBILITY

Those who represent JCA in athletics are role models; therefore their athletic, academic, and spiritual life must be exemplary. Students must meet the following requirements to participate in any sport:

1. A nine-week report card with no failing grades during the first and third nine-weeks.
2. If the requirements for (1) are not met, the student is ineligible until the next reporting period. If the interim report raises the student's grades to acceptable eligibility levels, the student may then be declared eligible if approval is given by the school administration. Any student regaining eligibility will remain on academic probation until he/she has earned at least one quarter's eligibility.

3. If a student fails the second or fourth nine-week grading period, yet passes for the semester, he/she shall be eligible for the next quarter's sport, but will be on academic probation until he/she has earned at least one quarter's eligibility.
4. If a student fails the second semester of any class, he/she will be ineligible for sports unless the equivalent number of credits is successfully completed in an approved summer school program.
5. If there are grades of "incomplete" at the end of a nine-weeks grading period, the student may be ineligible on a game by game basis until all "incompletes" are converted to satisfactory scores as determined by the administration. The same ineligibility is applied to a student that was ineligible after nine weeks and has "incompletes" during the following three weeks.
6. Student accounts must be current for a student to participate in extra curricular activities-such as sports, cheerleading, etc...

Coaches will reserve the right to select and dismiss players from their teams. Parents are encouraged to monitor the progress of the student to make sure extra-curricular activities do not interfere with school work.

STUDENT DRIVERS

Any student with a valid driver's license is allowed to drive to and from school. Proof of insurance is required and the following guidelines must be followed:

1. All students need to enter the buildings immediately upon arrival on campus. No loitering around vehicles before or after school will be tolerated.
2. No student should drive any vehicle other than his/her own, nor ride with any other student, unless written permission has been received in the office.
3. Maturity while operating a vehicle is expected. Unacceptable actions such as tire squealing, etc... could result in loss of driving privileges. Children's lives are at risk, so please be aware of potential dangers.
4. Students are to park in the parking lot on the end next to the office.

Philosophy: a System for guiding life

--Dictionary (see Proverbs 9:10)

Philosophy: a study of the truth or principles underlying all real knowledge

--Dictionary (see Proverbs 1:7)

Philosophy: an explanation or theory of the universe

--Dictionary (see Genesis 1:1, Psalm 102:25, Proverbs 3:19, and Hebrews 11:3)

...It is the duty...of our Christian nation to select and prefer Christians for ...rulers."

--John Jay, Original Chief Justice, U.S. Supreme Court