Jacksonville Christian Academy

Home of the Conquerors

Parent/Student Handbook

JACKSONVILLE CHRISTIAN ACADEMY

919 Gum Branch Road
Jacksonville, NC 28540

Phone 910-347-2358
Fax 910-347-3138

www.jacksonvillechristianacademy.com
office@jacksonvillechristianacademy

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Jacksonville Christian Academy seeks to ***Adopt the Truth from God's Word, Achieve the Will of God, and Advance the Kingdom*** *– in our school, our city, and our world.*

Welcome to Jacksonville Christian Academy! Our desire is for students to love the Lord and put Him first in their lives. Through a balanced emphasis on Godly living, academic excellence, and character development we strive to equip students to fulfill God's purpose.

This handbook outlines our policies and procedures and is designed to answer common questions. If we may be of further assistance, please do not hesitate to contact us.

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GENERAL INFORMATION

~ PART I ~

Mascot: Conqueror

Colors: Royal blue and **Athletic Gold**

Song: *We Are More Than Conquerors*
by R. Carmichael

Verse: *Nay, in all these things we are more than conquerors through him that loved us.*
Romans 8:37

ACCEPTANCE POLICY

Jacksonville Christian Academy (JCA) accepts students regardless of race, sex (as determined biologically at birth by DNA), or national origin.

PHILOSOPHY

JCA was founded in 1981 and operates as a ministry of Anchor Free Will Baptist Church to aid primarily our church 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 (Deut. 6:6-9; Prov. 19:27; 22:6; Matt. 28:18-20; Eph. 6:4; Col. 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 Matt. 4:4; Jn. 1:1; 17:17; Rom. 3:4). Therefore, the Holy Bible is the core of our curriculum.

We have chosen the King James Version of the Bible to be used and referenced throughout our A Beka curriculum and Bible classes. In order to be consistent, we strive to only use supplemental and promotional material that references the KJV. In the event that another version is referenced to in a video, book etc. our position will be to refer back to the KJV.

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 Tim. 3:16)

2. The God of the Bible is the Creator and Sustainer of all existence and the Source of all truth (Gen. 1:1; Col. 1:17; 2:3).

3. God is absolutely sovereign and maintains continuous control over His entire universe (Dan. 4:35)

4. Man was created in the image of God (Gen. 1:27); he inherited Satan's image upon his disobedience (Gen. 3:6, 7; Jn. 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" (Jn. 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 (Phil. 4:8) taught at home and church (Eccl. 4:12).

7. American patriotism is expected. Students are taught to understand and appreciate the Judeo-Christian heritage upon which this nation was clearly constructed (Ps. 33:12; Prov. 14:34; 29:2) by pledging daily to the American Flag, the Christian Flag and the Bible.

8. We are unapologetically conservative in our Biblical view of marriage, sexual orientation, sanctity of life, and liberty.

B. CLASSROOM TENETS

1. Our textbooks are God-centered, teaching spiritual and moral truths in conjunction with the fundamental components of the academic process.

2. True learning takes place through effective classroom management, student involvement and parent support.

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 and learning process.

6. Drill work, memorization, and hands on learning are key tools in instruction.

STATEMENT OF FAITH

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God (Ps. 119:89; Is.40:8; 2 Tim. 3:16).

- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (Deut. 6:4; Jn. 1:1; Acts 5:3,4).

- We believe in the deity of the Lord Jesus Christ (Is. 9:6; Jn. 1:1, 14; Col. 2:9; Titus 2:13), in His virgin birth, (Is. 7:14; Matt. 1:21, 23), in His sinless life (2 Cor. 5:21; 1 Pet. 2:22), in His miracles (Jn, 2:11; 3:2), in His vicarious death through His shed Blood (2 Cor. 5:21; 1 Pet. 1:19), in His resurrection (Matt. 28:6; Rom. 10:9; 1 Cor. 15:17), in His Ascension to the right hand of the Father (Acts 1:9; Heb. 12:2), and in His personal return in power and Glory (Acts 1:11; Rev. 1:5-7; 19:11-16).

- We believe that all of mankind is initially spiritually lost, dead, and condemned as sinners by Almighty God (Rom. 3:10, 19, 23; Eph. 2:1), Who is both absolutely good and absolutely holy (Ps. 100:5; Is. 6:3).

- 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 (Rom. 3:3; 3:23; 10:9, 10, 13).

- We believe that regeneration by the Holy Spirit is essential for the salvation of lost and sinful men (Jn. 3:3, 5).

- We believe in the present ministry of the Holy Spirit by Whose indwelling the Christian is enabled to live a godly life (Rom. 8:26; 1 Cor. 6:19; Gal. 5:16).

- 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) (Mat. 25:46; Jn. 5:28, 29).

- We believe in the spiritual unity of the believers: those committed to Jesus Christ as Savior and Lord (Ps. 133:1; Jn. 13:35; Eph. 4:3; Heb. 13:1).

- We believe that the term marriage has only one legitimate meaning, and that marriage is sanctioned by God, joining one man and one woman in a single, covenantal union as delineated by Scripture. Marriage ceremonies performed in any facility owned, leased, or rented by this church will be only those ceremonies sanctioned by God, joining one man with one woman (as their DNA was biologically determined at birth). Whenever there is a conflict between the church's position and any new legal standard for marriage, the church's statement of faith, doctrines, and biblical positions will govern. (Gen. 2:24; Eph. 5:22-23; Mark 10:6-9; 1 Cor. 7:1-9)

- We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage as defined above. We believe that any other type of sexual activity, identity, or expression that lies outside of this definition of marriage, including those that are becoming more accepted in the culture and the courts, are contrary to God's natural design and purpose for sexual activity. (Gen. 2:24; Gen. 19:5; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1; 6:9-10; 1 Thess. 4:1-8; Heb. 13:4)

- Our statement of faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe. We do believe, however, that the statement of faith accurately represents the teachings of the Bible and therefore is binding upon all members, staff, and volunteers. All literature, whether print or electronic, used in the church shall be in complete agreement with the statement of faith. All activities permitted or performed in any facilities owned, rented, or leased by this church or engaged in by any member of the church staff (volunteer or paid) and all decisions of the administration of this church shall not conflict with the statement of faith. In all conflicts regarding interpretation of the statement of faith, the pastor and board, on behalf of the church, have the final authority.

~ PART II ~

ADMISSIONS PROCEDURE

1. Download and print or obtain a hardcopy of the application from the school office. **JCA strongly urges all potential families to take an on-campus school tour before engaging in the admissions process.**

2. Submit the application and registration fee to the school office. Should a student not be accepted by the school after the application is processed, the registration fee will be refunded. Otherwise, *the registration fee is neither non-refundable nor transferable*.

3. Acceptance is based upon the following criteria:
   - Children entering K4 must be four years old by August 31st of the school year.
   - Children entering K5 must be five years old by August 31st of the school year.
   - All potential K4 through 2nd grade students will be assessed by the principal during the interview process.
   - New students entering grades 3rd–12th, who come from a non-Abeka school, are required to take an entrance exam through TestPoint for a minimal fee.

4. An on-campus interview will be scheduled with the parent(s); the student is required to attend.
5. All students are required to have a *current* Immunization record, birth certificate, and a physical exam (less than a year old). A copy of the custodial/joint parents' driver's license and any pertinent custody paperwork is also required.
   a. In the event of a split family household, split custody arrangement, or any shared legal responsibility for a student, all parties

responsible for the JCA student must sign and agree to enrollment policies and requirements prior to the student's first day of attendance. A student will not be permitted to begin school until all required signatures, agreements, and documentation have been received and approved by the school Administration.

6. If a student is a candidate to receive the NC Opportunity Scholarship, the parent must *select* JCA as their school of choice, *accept* the scholarship and *complete* any other requirements as listed on the *To Do* list in the NCOS Parent Portal. A registration fee and book fee are still required, but it will be reimbursed once the student has been officially Certified and Endorsed.

7. Parent/student orientation will be held the week before the first day of school. Attendance is strongly recommended, to acquaint parents and students with the total school program.

8. **The church-school Administration reserves the right to reference check academic and conduct history (as reasonable and/or thorough as deemed appropriate by said Administration) relative to any prospective student, prior to the student's admission to Jacksonville Christian Academy.**

9. 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 satisfied to include a prior JCA unpaid balance

10. A student may not be accepted at JCA who has been expelled or suspended from any other school.

Student admission is conditional. Students are permitted to attend school based on their application status, student interview, and placement/testing assessment as needed. If a student fails to make

progress adjusting to our program, the parents will be communicated with and in some circumstances, a withdrawal may be required in order to find a school better suited for their child.

AFFILIATIONS

NCCSA (North Carolina Christian School Association)
The NCCSA is a state group that provides teacher certification and Christian school information/representation to various schools within our state. School Accreditation and activities such as professional development, teacher conventions, and Academic/Fine Art competitions are also sponsored by this association**.**

AACS (American Association of Christian Schools)
The AACS is a national group that provides information and representation. Headquartered in Chattanooga, Tennessee, this organization does much lobbying regarding 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 maintains an Asbestos Management Plan in the office for public review.

ATTENDANCE

ABSENCES

A student must be in attendance until noon in order to be counted present for the day. Student's arriving late must **report by 11:00 A.M. to be counted present for the day.**

All students are required to attend school every day unless physically unable. For every absence, communication from the parent to the teacher explaining the reason for the absences, is appreciated or if communication is not received, the absence will be recorded as unexcused.

An excused absence is defined 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.** For every 2 unexcused absences (over the 20-day limit) there will be a point taken off the student's overall average. If excessive days are missed due to sickness or other extreme cases, the school will cooperate with the family to ensure the make-up work is kept current. It is the parents' responsibility to obtain the necessary information and ensure work is turned in the time frame allotted, or credit will not be earned. **Extenuating circumstances must be approved by the administration.**

Students in Middle School and High School missing more than 20 days of year-long classes may not make up tests or quizzes after the 20th day absent.

Students missing more than 10 days of block classes may not make up tests or quizzes after the 10th day absent.

Middle/High school students may not participate in athletic events on a day when their absence is unexcused.

TRUANCY

Repeated, excessive excused/unexcused school absences known as truancy, negatively affects a child's ability to learn, grow, and eventually graduate. If the Administration feels that there is a true case of truancy, parents will be notified, and an Attendance Action Plan will be put in place or the student will be required to withdraw from school.

TARDINESS

Any student who is not IN the classroom by the 8:00 a.m. bell is considered tardy. Three unexcused tardies in a grading period are equal to one unexcused absence. Excessive

tardiness may result in disciplinary action. More than nine tardies in a nine-week period are considered excessive. It is the parent's responsibility to ensure that students are prepared and on time.

Parents of elementary and middle school students must come in the school office and sign their student in after 8:00 am.

High school students may sign themselves and their siblings in after 8:00 am.

A tardy pink slip will be given to each student signing in after 8:00 am to turn in to their homeroom teacher.

EARLY CHECK-OUT

Early check-out (after 12 pm) from school should be a rarity. Such will be *excused* for the following reasons:

1. Illness or injury
2. Death in the immediate family
3. Medical or dental appointments
4. Providential occurrences
5. Religious activities
6. Classes taken elsewhere (ex: dual-enrollment, driver's ed.)
7. After-school jobs for seniors

All other early check-outs will be considered **unexcused.** If an early check out is imminent, please let the teacher know in advance so your child can be ready and the class may remain uninterrupted.

Four unexcused early check-outs in a nine-week grading period will equal one day absence.

EARLY RELEASE

On half days, JCA has staggered release times.

K4/K5	11:30
1st/2nd	11:30
3rd – 5th	11:45
6th – 12th	12:00

On half days students must be picked up by 12:00 p.m. for elementary and 12:15 p.m. for middle/high school.

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.

LEAVING CAMPUS

A student is considered on campus when he/she is dropped off and/or drove on to school property. Students are not permitted to leave campus during school hours under any circumstance without communication from the parent and securing permission from the teachers and Administration. Permission to leave the school grounds after the school day has ended with another student must be given by a parent to the proper school authority.

BEFORE AND AFTER SCHOOL CARE

Additional childcare is provided before and after school by *Conquerors for Christ*. Services are contracted and fees are established by owner/director, Michelle Ray. Care is provided here on our campus. The hours of operation are 6:30 a.m. - 7:40 a.m. and from 3:00 p.m. - 5:30 p.m. each day except for Early Release days, in which students must be picked up by 3:00 p.m. Please refer to our school website for any additional Before and After School Care information.

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, and special events. Any change in the school calendar will be posted in advance on our school website, Facebook page, or in the case of unforeseen circumstances, changes will be announced by ***School Cast,*** e-mail, text, or phone**.** Additional copies of the calendar may be obtained from the school office or viewed/downloaded from our school website.

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 including the property of others. Willful damage to property could result in immediate dismissal. Students are responsible for the financial cost of repairing any careless or purposeful damage.

CHANGE OF ADDRESS OR PHONE NUMBER

So that records may be kept current, please, notify the school office of any personal changes to a student profile. If the files are incorrect, it may be difficult to locate a parent in case of an emergency.

CHAPEL

Chapel services are held separately, once a week for grades K4 through 1st, 2nd through 5th, and 6th through 12th. Specific chapel days and times will be announced. Chapel gives the students the opportunity to worship God, learn from His word, and share their talents with others.

COMMUNICATION

JCA communicates through our website (jacksonvillechristianacademy.com), SchoolCast, Facebook page (Jacksonville Christian Academy), emails, phone, See-saw App, Remind App and Activity Sheet/Planner.

CONDUCT

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

1. Address and reply to adults in authority with utmost respect, "*Yes, Ma'am/Sir, "No, Ma'am/Sir."*
2. Treat classmates' and teachers' belongings and ideas with respect.
3. Be kind to all in word and deed. Being unkind is not bullying. Bullying is unwanted, aggressive behavior. In order to be considered bullying, the behavior must be aggressive and include:

An imbalance of power: kids who bully use their power, physical strength, popularity, manipulation, and access to personal information to control or harm others.
Repetition: bullying behaviors that happen more than once. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

4. Follow all classroom/school rules as directed.
5. Focus during instructional time and independent work time.
6. Look for the positive and avoid dwelling on the negative.
7. Inappropriate behavior/horseplay is not permitted.
8. Chewing gum, eating, drinking, **are not allowed** during class hours, unless specific permission is given by teacher.
9. Cheating, lying, and profanity/indecent language, are not tolerated.
10. Inappropriate, physical contact between students is prohibited. Any student who marries while attending JCA will be asked to withdraw.
11. Knives, pocketknives, guns (including toy/water guns), or any other type of weaponry are not allowed at school.
12. Please note that when confronted with reasonable suspicion or probable cause, JCA reserves the right to search a student and the student's personal belongings.
13. In order to maintain a proper Christian atmosphere for learning, videos, books, magazines, and other reading materials (other than those provided by the school) **must** be approved by the teacher or principal before being viewed in class.
14. Use discretion when purchasing lunch boxes, backpacks, notebook covers, and other school supplies. These **must** abide by the school's standards. Please ask if you have any questions about what is considered appropriate.
15. No personal computers or electronic/communicative/recording devices including smart phones and watches are permitted for students

on campus during regular school hours unless express permission is given by proper school authority.

CURRICULUM

K4 through 12th grades use a variety of curriculum. We primarily use Abeka, but we also use Bob Jones Press and Positive Action. Refer to the Books and Supplies list for specific textbooks used.

DISCIPLINE

The Elementary and Middle/High School each have separate, specific "Discipline" policies for their prospective areas. They should be read by all parents and students in addition to this section.

The Administration reserves the right to discipline as deemed appropriate according to the rules and guidelines of JCA.

The following list is not intended to be exhaustive, 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.
- Repeated 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 or the use/misuse of alcohol and drugs. Whether it is on or off school grounds any form of use, trafficking, or withholding knowledge of their use by a student, will also be considered a serious offense.

- Smoking/vaping and use of any form of tobacco.
- Immorality or inappropriate behavior with the opposite/same sex.
- Possession of firecrackers, fireworks, or any other explosive devices of any kind at school.
- Vulgarity, obscene gestures/drawings, or possessing pornographic material.
- Continued hair or dress code violations.
- Misuse of social media, phone usage, or texting.
- Written, verbal, or physical threats to do harm towards another person, especially a staff member or student.

EXPULSION

A student may be required to withdraw/ be dismissed (expelled) 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 difficult, but are at the discretion and full responsibility of the administration and clearly communicated to the parent and student.

- 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.
- Repeated 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 or the use/misuse of alcohol and drugs. Whether it is on or off school grounds any form of use, trafficking, or withholding knowledge of their use by a student, will also be considered a serious offense.
- Smoking/vaping and use of any form of tobacco.
- Immorality or inappropriate behavior with the opposite/same sex.
- Possession of firecrackers, fireworks, or any other explosive devices of any kind at school.

- Vulgarity, obscene gestures/drawings, or possessing pornographic material.
- Continued hair or dress code violations.
- Misuse of social media, phone usage, or texting.
- Written, verbal, or physical threats to do harm towards another person, especially a staff member or student.
- Possession of a knife, gun, or other type of weapon.

EXTRACURRICULAR ACTIVITIES

Opportunities for students to participate in extra-curricular activities are part of our program. There will be additional guidelines for students to follow in order to maintain active status. Behavioral and academic standards will be discussed at that time.

FIELD TRIPS

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.

The teacher will set Field Trip guidelines and list them in the Field Trip parent letter re: itinerary, transportation, cost, attire, and chaperones. It is strongly recommended that siblings and animals not attend field trips.

PARENTS: We respectfully ask that all parents wear knee-length or lower bottoms and appropriate fitting tops on field trips. **If you are on school grounds, we ask that you adhere to our code of modesty for all school events.**

FINANCES

Because of limited enrollment and a very stringent economy, the school bill should be paid on time. Tuition is for the full school year. However, for an easier payment option, tuition is broken down into ten installments beginning on August 1st and ending May 1st. Fees billed on certain months (books,

sports, etc.) are also due on the first day of each month. Bills not paid by the fifteenth will be assessed with a late fee. If the account becomes delinquent (not paid within thirty days) it will be necessary for your child(ren) to be suspended from school until proper payment has been received.
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. There will be a fee charged on all returned checks.

Payment options are as follows:

- Online through portal.myschoolworx.com.
- Over the phone with credit/debit card (transaction fees apply)
- In the school office with cash, Cashier's check, check, credit/debit card (transaction fees apply), money order
- By mail (check, money order, Cashier's check)
- By bank draft (set up through your bank)
- Payments sent by way of your child

Extreme caution should be taken when sending cash by way of your child.
If a child is withdrawn from school, tuition will be pro-rated, which may result in a balance due or a credit.

All accounts must be current for the following:

- Student registration/re-enroll for the new school year.
- Transcripts or records to be accessed. No reduction in tuition charges will be made for absences for any reason.
- High school seniors to graduate.
- A student to participate in extracurricular activities (sports, cheerleading, etc.…).

FUND RAISERS

JCA is self-supporting therefore, fundraisers are necessary for the continued improvement of JCA. The only required fundraiser is the sale of *The Conqueror Card.* Each family with one student is required to sell a minimum of 10 cards and families with more than one student are required to sell

20 cards. The Cards are billed to the youngest student's account. As money is brought in, it will be applied to your account.

There are other optional fundraising opportunities to participate in throughout the school year. All of these measures indirectly help keep tuition rates down.

GRADING SCALE/REPORT CARDS

K4	K5	1st-12th Grades	
G=Good	A	A	100-90
S=Satisfactory	B	B	89-80
NI=Needs Improvement	C	C	79-70
	D	D	69-65
	F	F	64 and below

Report cards will be issued every nine weeks. Report cards are sent out on a specified day after the grading period has ended. Parents may keep the report card and sign and return the envelope the following school day.
Principal's Honor Roll – A's in every subject
Honor Roll – All A's and B's in every subject

HOMEWORK

We believe that Homework is an integral part of the school program and each teacher is at liberty to give purposeful, age appropriate (in content and length) homework to aid students in the learning process. It is expected for parents to cooperate with the school and oversee that assignments and projects are completed on time and planners, homework sheets, and other important papers are signed and returned. Little to no homework will be assigned on Wednesdays, so students can attend church services. Homework passes will be given to those who attend Revival or special (specified) services at Anchor Free Will Baptist Church.

Why is homework important?

For Drilling and Remedial Activities – As instruction progresses, various weak points in a student's grasp of a particular subject may become evident. Therefore, solid drilling and review may assist in mastering essential material.
For Demonstrating Progress ~ Parents need to know what their children are learning and be aware of their progress.
For Completing Special Projects ~ Book reports, compositions, special research assignments, and projects are some of the activities assigned for homework. Many of these can only be completed at home with parent supervision.

IMMUNIZATIONS

Each student must present a current up-to-date Certificate of Immunizations upon registration. Please refer to the NC immunization guidelines regarding what vaccinations are recommended for students entering in Kindergarten 5, 7th, and 12th grade. A family who chooses not to vaccinate, must provide an official form which states this decision. Please note it is the school's responsibility to notify the classroom and/or school parents if a particular child is not vaccinated.

INTERPERSONAL RELATIONSHIP STATEMENT

It is the policy of Jacksonville Christian Academy, a ministry of Anchor Free Will Baptist Church, to maintain a standard of behavior among its students, staff, volunteers, parents and visitors that is above reproach. In keeping with the ministry's statement of faith, certain conduct will not be tolerated. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4). In keeping with this policy, the following will be grounds for expulsion from school, termination of employment, or automatic student disenrollment:

1. Demonstration of romantic involvement between non-married persons on ministry property and during all school related activities. This includes, but is not limited to, kissing or any other contact that would contribute to undue familiarity. This would include

the same biological gender (determined by DNA) as denoted on their Birth Certificate.

2. Immoral conduct and/or advocating for or advancing immoral conduct. Immoral conduct is defined as bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral act.

3. Identifying statement(s) of immoral acts, defined as personal statements, actions, language, or behavior, whether through dress or other appearance, an online profile/social media, words, or other expressions that a reasonable person would believe is intended to associate or identify that person as sexually active or a claim that the person is homosexual, bisexual, transgender, or otherwise immoral or has the propensity to or intent to engage in immoral actions. Examples: "I'm gay," "I'm a homosexual," "I have homosexual orientation," "I am a transgender female/male," "I'm sexting," or "I'm sleeping with my boyfriend/girlfriend." Homosexual or transgender conduct, either as acts or identifying statements, is not compatible with employment or enrollment policy at Jacksonville Christian Academy and Anchor Free Will Baptist Church and is a basis for immediate removal.

4. All staff, students, parents, volunteers and visitors must be treated with dignity and respect, free of threats or harassment. The determination of whether their actions constitute a violation of the code of conduct will be made by the school Administrator.

LOST AND FOUND

Lost and found items are taken to the Lost and Found Boxes located in the Middle/High School wing, Elementary wing, and in the gym. Lost and found articles that are not labeled or unclaimed in a timely manner will be displayed for retrieval.

Items that still remain afterward will be offered to other students or donated to charity. **All personal items and clothing should be labeled.**

LUNCH AND SNACK

Parents are responsible for securing a lunch/snack for their child(ren). As a courtesy to the parents, hot lunches, snacks, and beverages (milk, juice, water, & soda) are available for purchase through our hot lunch program, listed on our school website. Orders must be placed online at www.factsmgt.com. for the upcoming week before Saturday evening. Snacks and beverages may also be purchased at the lunch counter.

Most hot lunches are purchased from a local food supplier that caters food to our cafeteria on a specified day. We prepare other hot food items based on orders placed and do not prepare/order extra in order to avoid waste.

If a student does not have a lunch, the parent will be called and requested to provide a lunch. Charging a pizza or corn dog will be allowed only in *extreme* circumstances. We will not intentionally allow a child to go without lunch. This policy is not meant to be used by a student as a means for daily ordering lunch as it is the parent's responsibility to plan ahead and provide lunch for their child.

The Lunch Lady will print out a master list of orders for each homeroom teacher and refer to it daily.

In order to purchase snacks and beverages, all students have the option to purchase a Snack Card from the school office or the Lunch Lady.

*Hot lunch will not be served the first full week of school; however snacks and beverages may be purchased if the student brings money.

Special Senior Lunches are scheduled once a month and are the only lunch option that day.

Elementary students may have 2 visitors for lunch near or on their birthday. Prior permission is appreciated to avoid overcrowding.

MAKE-UP WORK POLICY

In the event of an absence, the student should be prepared to take any previously scheduled test/quiz or turn in a project the day of their return. Please check with the teacher(s) to get the missed work or arrange the making up of any missed tests/class work. If an absence or trip is pre-planned, it is requested that the teacher(s) be informed. It may be necessary for some work to be completed in advance so the student will be able to get back into routine upon their return. Test/quizzes or other class work missed due to an absence may be made up at the discretion of the teacher.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled on the school calendar by appointment. While parents are urged to seek a conference with a teacher when deemed necessary regarding behavior, academics, or a student's personal needs, parents must contact the teacher by phone or email first to schedule a conference to be respectful of student and teacher's time. Concerns should come through proper channels: teachers first; principals next; and finally, the Administrator.

PHOTOGRAPHY

The paragraph below is included in the Registration/Re-Registration process and may be a concern to those seeking to enroll/re-enroll their children in JCA regarding photography.

In the event that a JCA photographer or videographer takes a picture with my child in it, either individually or in a group, I give permission for my child's picture to be used in future brochures, videos, websites, or other publications for Anchor Free Will Baptist Church or Jacksonville Christian Academy.

Why it is included

1. We have a 24-hour surveillance system.
2. We have events on our campus that are LIVE streamed, i.e. plays, ballgames, special event etc.
3. Parents/visitors come to campus and video plays, ballgames, and special events.
4. We publish a yearly School Yearbook.
5. It allows us the ease of promoting the school and showcasing student achievement via. the official school website and Facebook pages (the PTF and Used Books/Uniforms pages are private; only those related to school are allowed to be a member), newspaper, and See Saw (classroom parent app), etc.
6. The statement is included as a measure of support to the school.

A courtesy to you

1. Please inform the teacher and office if you *prefer* to not have your student photographed.
2. We will make every effort to oblige, with the understanding that there may be a time when a photograph/video may be taken.
3. We will seek specific permission to use an individual picture of your child in a brochure, school newsletter, or flyer.
4. We permit teachers to video behavior problems when necessary to share with the parents and school personnel only. They are prohibited from sharing it electronically with anyone outside of the school.

The Administration of Jacksonville Christian Academy respects your preference and understands that ultimately you are solely responsible for your child's education and your decision to fully support our process. However, in order to complete the Registration/Re-enrollment process, the *Parent's Statement of Cooperation and Support* page in the Application or Re-enrollment form must be initialed accordingly.

PRIVATE PIANO LESSONS

Piano lessons may be available through a private instructor during school hours. The student will be required to make up

any class work missed at the discretion of the classroom teacher. Lesson arrangements will be determined by piano instructor at the advisement of the classroom teacher and communicated to the parents. Parents may bring all piano questions directly to the piano instructor. Parents will be billed monthly for piano lessons. A detailed information sheet may be retrieved from the school office.

RESTRICTED ACCESS

If a parent has sole custody of a child, proper documentation must be on file in the school office stating this. The homeroom teacher and any pertinent JCA staff members need to be made of aware of such documentation. People approved by the custodial parent/guardian ONLY will be allowed to check out a student from school. The custodial parent may also grant access to school records to other parties as needed. In the case of joint custody, paperwork is also required so that pertinent school information may be upheld. It is required that both parents maintain respect and civility, handling matters privately first before concerning the school so this process may be executed properly.

SCHOLARSHIP INFORMATION

We do accept the NC Opportunity and Folds of Honor Scholarships. All other scholarship funds must be approved by the administration. The parents are responsible for applying, providing sufficient evidence of eligibility, accepting, certifying, and endorsing said scholarships. Monies received will be credited to that family's account. Any money pre-paid, will be reimbursed as long as there is no outstanding balance.

SCHOOL BOARD

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

SCHOOL DELAYS AND CLOSINGS

When the need arises to cancel school or close early, a SchoolCast will be sent out to all school families and staff members. Information can also be found on our school's website, Facebook page, and WCTI television station.
We typically follow the Onslow County Public School System for such occasions as inclement weather closings, however due to their mass of employees, students, and buses, not all delays and closings are pertinent to JCA.

SCHOOL HOURS

The regular school day starts at 8:00 A.M. Students may arrive and enter the building at 7:40 A.M.

Normal dismissal times are as follows:

K4 and K5 2:30 P.M.
1st and 2nd grades 2:30 P.M.
3rd-12th grades 2:45 P.M.

On Half days dismissal times are as follows:

K4 and K5 11:30 A.M.
1st and 2nd grades 11:30 A.M.
3rd-5th grades 11:45 A.M.
6th-12th grades 12:00 P.M.

*Students not picked up by noon, may be picked up in Aftercare. The parents are responsible for any aftercare charges incurred.

SCHOOL OFFICE INFORMATION

School year hours:
Monday – Friday from 7:30 A.M. until 3:30 P.M.
Summer hours:
Monday – Friday from 9:00 A.M. until 2:00 P.M.

Ph. 910-347-2358; Fax 910-347-3138;
E-mail jcaconquerorsoffice@gmail.com

SECURITY

To maintain building security, doors are locked. Security camera are in use, and our security team is armed. Please observe our requirements for checking in by pressing the silver button on the Call Box located to the right of the Office Entrance glass door. An office worker will make contact through the call box and you may be buzzed in. You will then sign in at the school office and be issued an applicable visitor sticker. Your cooperation is appreciated.

SICKNESS/ILLNESS

When a student is sick, has a suspected sickness or medical illness, parents will be notified as soon as possible. JCA staff members are permitted to administer basic First Aid, Tylenol and other over-the-counter medications as deemed appropriate for the situation. In the event of a Medical Emergency, 911 will be called first, then the parents and if necessary, CPR, AED, or other life saving techniques/devices may be used.

When a child has persistent headaches, allergy symptoms, or other medical needs, proper medication may be sent in by the parent and given to the teacher or school office. JCA staff members are permitted to administer prescribed medication as long there is proper documentation by the parent and/or a JCA Medical Action plan in place. A Medical Action plan is specifically designed as a long-term medical plan for parents to complete if their child has a diagnosed chronic illnesses, physical impairment, or severe allergy i.e. food allergy, stings, asthma, migraines, seizures, irritable bowel syndrome, or acid reflux etc.

Parents will be called to pick up their child if the student has a fever of 100 degrees or more, vomits, has diarrhea, lice, or any other form of contagious illness or condition.

A student must be fever, vomit, and diarrhea free (without medication) for 24 hours before returning to school.

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/ringworm/pinkeye or other communicable diseases while at JCA, he/she will need to be immediately taken home and given the necessary treatment. The child may return after 24 hours of treatment provided all signs of lice are gone, ring worms are covered, and eyes should be clear, ooze free, and not itchy.

SPECIAL NEEDS

Should a teacher suspect that a student may have learning, behavioral, or physical impairments, the principal will be notified and the parents will be contacted by the teacher. If it is determined by the principal that a student may require specific academic, behavioral, or physical needs beyond the boundaries of the school's academic program, JCA will attempt to assist the parents in securing appropriate inter-agency placement testing in order to 1) assess the concerns, 2) determine a plan of action, and 3) potentially meet the student's needs. If JCA is unable to properly meet the academic needs of a student, the parents may be asked to withdraw the student from school. This would be a last resort, but it is our desire to do what is best for the student.

STUDENT INSURANCE

All students attending JCA must participate in our insurance program. Our School insurance covers all students during all school activities both on and off campus.

TARDINESS

1. Any student who is not IN the classroom by the 8:00 A.M. bell is considered tardy.
2. Three unexcused tardies in a grading period are equal to an unexcused absence.
3. More than 9 tardies in a 9-Week period is considered excessive.
4. Excessive tardies may result in disciplinary actions or dismissal from school.

5. **It is the parent's responsibility to ensure that students are fully prepared for the school day and on time.**

TRAFFIC/TRANSPORTATION

The speed limit on school campus is 5 MPH.

Please adhere to the traffic patterns at drop-off and pick-up. See pg. 47 for Elementary traffic procedures and pg. 62 for Middle/High traffic procedures.

We do not provide transportation to and from school. However, if you are interested in finding a carpool or willing to carpool, contact the school office.

VISITORS

For security, visitors must buzz in at the Office Entrance glass doors, communicate their reason for visiting campus, sign in at the waiting area, and obtain an applicable visitor sticker. *Visitors are expected to adhere to the specified area listed on the visitor sticker.

Lunch visitors are approved through the teacher and/or Administration. Classroom/chapel visitors must be approved by both the office and teacher.

For any visitors requesting a meeting with a teacher, principal, or administrator, they will be advised that JCA staff will reach out to them to schedule a meeting time. Parents/Visitors are not authorized to go directly to any classroom, office, or other area of JCA Campus demanding an immediate meeting. This policy helps ensure respect for our staff and students' time, as well as maintaining campus safety.

Visitors are requested to dress modestly while on campus. We respectfully ask that all visitors wear knee-length or longer bottoms and appropriate fitting tops.

For students who have been dismissed from JCA or have been asked to withdraw (due to behavior problems), permission to be on campus or attend school events may be denied or limited.

JCA reserves the right to allow or deny access to campus to anyone who appears suspicious or does not comply with the expectations outlined above. JCA also has the right to ask visitors to leave if they become aggressive, disruptive, or if staff feel that student safety is threated.

WITHDRAWAL PROCEDURES

For students who withdraw from JCA during the school year, tuition and other fees may be pro-rated. 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 and Exit Interview Questionnaire includes obtaining the necessary signatures and information regarding the students' academic/social standing. In cases involving split households, joint custody, or shared legal responsibility, all legal parents/guardians responsible for the student must be notified of the withdrawal, and all required parties must provide written consent and signatures before the withdrawal process is considered complete.

~ PART III ~

ARBITRATION

Anchor 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 Anchor 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 Anchor 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 Anchor 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 scoop 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.

D. 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 arbitration 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 Anchor 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

CONDUCT

JCA elementary students have five specific conduct expectations:

- Follow and obey school rules.
- Adhere to academic guidelines.
- Apply yourself and work to your full potential.
- Cooperate with others and treat them with respect and kindness.
- Take responsibility for your work ethic, attitude, and shortcomings. Be teachable; Be correctable.

JCA relies heavily on the parents to instruct their children at home in a way that will allow them to easily conform to the practices and policies of our total school program. Students should understand the concept of complete obedience (doing what you are told): *quickly (when you are told), sweetly (with a good attitude), and completely (the right way)*. They should be able to fully obey what is requested of them without a meltdown, bad attitude, talking back, or arguing. Such responses will be brought to the parent's attention and effective actions are expected to take place by the parent to avoid further problems. We also rely on the parents to inspect homework and other projects, ensuring assignments are completed correctly and turned in on time.

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 and should be effective in order to restore balance back into the classroom. 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, work tasks, phoning parents, visiting the principal's office. Teachers are expected to be loving, yet firm in correction.

In extreme disciplinary cases the parents may be called to discipline at school (corporal correction) or they may choose suspension for the remainder of the day and following day for their student. Dismissal from school (expulsion) is always the last resort.

The following infractions (but not limited to) are considered extreme disciplinary cases:

- Cursing/vulgar language
- Fighting/biting
- Disrespectful towards the teacher
    - Bad attitude; argumentative; improper speech
    - Tantrums
        - stomping feet; yelling at the teacher; falling on floor; refusal to cooperate; uncontrollable crying
    - Defiance/direct, willful disobedience
- Destroying/purposefully damaging school property

Repetition of the following infractions (but not limited to) may develop into extreme disciplinary cases:

- Stealing
- Lying
- Repeated disobedience
- Bullying/hitting/pushing
- Excessive homework violations
- No applying one's self; not working to full potential
- Cheating
    - **First offence**: the penalty is an automatic "64/F" unless the grade was less than 64, then it would drop to the appropriate score, but not below "40/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 or suspension.
    - **Fourth offence**: May result in 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. If parents entrust their child to our care, it is imperative that the home and schoolwork together regarding academic and behavioral matters.

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 responsibility for his infractions. When corporal correction is warranted, parents will be called to administer the discipline, or they may choose suspension for the remainder of the day and following day. A student may not return to class until the discipline or suspension has been administered.

If a parent objects to discipline or suspension, 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.

DISMISSAL

See **School Hours** pg. 28

During normal dismissal, 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. On half-days, students must be picked up by 12:00 P.M. or go to Aftercare which ends a 3:00 P.M.

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.

DRESS/HAIR CODE

Examples of our school uniform may be viewed on the school website and in the 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 specified dress code for particular events i.e. field trips, spirit week, programs/award ceremonies. Unless otherwise specified, Uniform dress is required.

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

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

Students in blatant violation of the dress or hair code will not be permitted to attend school until the infraction has been corrected.

Sweaters, Sweatshirts, and Jackets worn indoors:
Elementary Students will be allowed to wear only the following *specified* colored jackets, sweaters, vest, and sweatshirts.

Navy, Royal, and Light Blue, White, Light Yellow/Gold or Conqueror Spirit Wear may be worn OVER the uniform shirt in the building/during class time.

If desired, items may bear the logo or initials/name of the student.

To clarify: It is assumed a student would need to wear the items listed above only during cooler times of the year or in a particularly chilly classroom.

Heavier coats, any color, may be worn to and from the car or at recess when necessary.

BOYS

Proper under garments are to be worn at all times. Boys may wear short sleeved/ tank top undershirts as needed.

Shoes and socks are to be worn at all times. Boys may wear boots, casual, dress, or tennis shoes. Crocs or Canvas shoes are permitted but should be worn correctly. No sandals or flip-flops are permitted.

Watches, medical bracelets, and ID/dog tags may be worn. Other necklaces, bracelets, and rings (real jewelry) are not

conducive in a typical elementary setting. This includes wearing crosses or other medallions. Boys may not wear earrings or other piercings. Tattoos of any kind are not permitted. Motivational items may be worn at the discretion of the principal.

Hair should be neat and clean in appearance and should appear masculine. Hair must be off the ears, eyebrows, and collar and must be tapered on the sides and in back. Hair should not be worn bushy and sideburns 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. A "hard" part is not considered a design. Boys may not wear bowl styles, braids, cornrows, dreadlocks, man buns, mullets, mohawks, pony or rat tails. Any spiking of the hair/or curly hair may not rise above three inches from the scalp.

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/light blue, or yellow/gold. Our signature Royal Blue Polo can only be purchased through Custom Logowear.

*At the beginning of the 2027-2028 school year, only our new logo patch will be permitted on the Polo Shirts.

Boys may wear durable cotton/docker style pants. No denim, dress, jogger, sweat, or swish pants may be worn as the regular uniform. 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.

Boys in K4-3rd grades are permitted to wear khaki or navy shorts. For consistency in length and look, they may only be purchased from Custom Logoware, our affiliated uniform store.

During recreational activities boys may wear jean, swish, sweatpants, or knee length shorts. They 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. Tennis shoes and socks are recommended. Recreational dress will be specified by the teacher/administration in accordance with a particular event. **When attending special programs or ceremonies at JCA** and regular uniform dress is not required, long pants and collared shirts are still required unless specified otherwise.

During the cooler times of the year, boys may wear turtlenecks or long-sleeved shirts under their uniform shirts as long as the color chosen coordinates with our current color choices.

GIRLS

Proper undergarments are to be worn at all times. Wearing shorts or leggings 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, tennis shoes or boots. Crocs or Canvas shoes are permitted but should be worn correctly. No flip-flops are allowed. Shoes that won't slip off easily are recommended.

Jewelry and makeup should be worn tastefully. It is strongly recommended that younger girls not wear makeup. Elementary 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 a *natural version* of 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. Blouses/Oxfords may be white, powder blue, or light yellow. Polo shirts may be white, navy/light blue, or yellow/gold. All shirts must fit properly and may not appear tight or

accentuate the bust line. Our signature Royal Blue Polo can only be purchased through Custom Logowear.

*At the beginning of the 2027-2028 school year, only our new logo patch will be permitted on the Polo Shirts.

Elementary girls may wear durable, docker style cotton skorts, skirts, or jumpers and must come at least to the **bottom of the knee**. As your student grows, hem lines that rise above the knee will be considered too short. No denim may be worn as the regular uniform. The skirts and skorts may be Blue and gold plaid, navy, or khaki. Skorts must have a *front and back flap*. Skirts may be straight, A-ling, or box pleated. All pockets must be at waist level (no cargo pockets). All slits must be sewn at the back of the knee. Jumpers come in a variety of styles (pleated, A-line, or full), but must bear the JCA logo. All skorts, skirts, and jumpers must fit properly and should not accentuate the rear end.

Uniform pants are also permitted in navy and khaki but must be purchased from *Custom Logowear*. This is not optional as they will bear a special JCA logo tag.

During recreational activities, girls may wear the uniform skort basketball style shorts, capri or athletic pants (No leggings or Yoga Pants). All styles must be knee-length, and loose fitting at the hips, crotch, and around the legs. Any shirt or T-shirt must fit appropriately, have no holes or rips, and all words or logos must not promote worldly events. Tennis shoes and socks are recommended. Recreational dress will be specified by the teacher/administration in accordance with a particular event. Jeans with no holes or rips may be worn at ballgames or whenever specified by the principal.

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

During the cooler times of the year, girls may wear turtlenecks or long sleeved shirts under their uniform shirt or jumper as long as the color chosen coordinates with our current color choices. Girls may also wear traditional leg

warmers or leggings under their uniform skirt or skort. There is no specified color for leggings/leg warmers, but the design or caricatures must be appropriate for school.

ENRICHMENT AND EXTRACURICULAR CLASSES

Our elementary students enjoy weekly Enrichment classes which may include, Art, Computer, Music, Physical Education, and Spanish classes. Grades are earned based on the student's cooperation (behavior and participation).

Elementary extracurricular activities include Fine Arts for grades 3-5, Jr. Pro Basketball for grades 3-5, and Private Piano lessons grades K-5 grades. Each activity has a director along with set guidelines.

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.

The teacher will set Field Trip guidelines and list them in the Field Trip parent letter re: itinerary, transportation, cost, attire, and chaperones. **It is strongly recommended that siblings and animals not attend field trips.**

PARENTS: We respectfully ask that all parents wear knee-length or longer bottoms and appropriate fitting tops on field trips. If you are on school grounds, we ask that you adhere to our code of modesty for all school events.

HOMEWORK POLICY

See Homework p.21

Homework completion is the child's responsibility, but parent supervision and accountability are necessary and appreciated.

Parents are urged to cooperate and see that student's study for tests/quizzes, assignments are completed, necessary items are signed, and all are returned the following day or by the assigned due date.

Homework policy for 3rd thru 5th grade

First offense: finish homework at break, lunch, or recess
Second offense: same as above
Third offense: same above; notify parents
Fourth offense: same as above; see Principal
Fifth offense: same as above; detention warning; extra assignment
Sixth offense: same as 3rd offense; 30 minutes afterschool detention
Seventh offense: same as 3rd offense; 1-hour afterschool detention
Eighth offense: same as 3rd offense; ½ day *In-school* suspension
Ninth offense: same as 3rd offense; 1-day suspension (work assignments will be given, and the student may not return to school until it is completed)

*If the detention cannot be served on the initial day, the detention will be rescheduled ASAP.

**More than 9 offenses are considered excessive. Further offenses may result in additional suspensions or dismissal.

***Offenses will start over each 9 weeks.

****No Signature" offenses will not be viewed as this type of homework offense but may still merit a *reprimand*. 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. When a student forgets a textbook or reading book, they are permitted to call their parent *once each quarter* and request it be brought to school. If it is brought to school, there will be no penalty.
If a parent cannot bring the item to school, the work from that textbook/reading book will be assigned for Homework that evening.

Should an item be forgotten again, the work will be assigned for Homework and the student will receive a Homework violation.

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.

RETENTION

Students who fail *two* of the following subjects (Math, Language, or Reading) or end the year with an overall, end of the year average of "F", will automatically fail their grade. The family may be required to have the student academically tested to see if there is a legitimate reason for the failure and repeat the grade OR they may choose to withdraw.

A student who has a "D" or below *overall, end of the year average* in Math, Language, or Reading, OR earns an "F" in one of the three subjects at the end of the fourth nine weeks, will be required to participate in a summer tutoring course of the parent's choosing. If the student cannot demonstrate that they have an adequate grasp of the subject area by August, the family will be *encouraged* to have the student academically tested to see if there is a legitimate reason for the lack of understanding and possibly repeat the grade OR they may withdraw the student from school.

A student missing more than 20 school days may be required to repeat the grade. For every 2 unexcused absences (over the 20-day limit) there will be a point taken off the student's overall average. If excessive days are missed due to sickness or other extreme cases, the school will cooperate with the family to ensure the make-up work is kept current. It is the parents' responsibility to obtain the necessary information and ensure work is turned in the time frame allotted, or credit will not be earned.

TRAFFIC PROCEDURES

The speed limit on school campus is 5 MPH.

DROP-OFF PROCEDURES

A. Morning car line is one line.
B. If you arrive before 7:40 A.M., please wait in the drop-off car line or park in the approved parking spaces. Parents are urged to not drive away until their child enters the building.
C. The double glass doors are unlocked at 7:40 A.M. Students may go directly to their rooms at this time.
D. 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 side to enter the building. Students should not be left unattended at the *locked* glass doors. Parents are responsible for making sure their child enters the building if the doors are locked.
E. Students should be prepared to exit the vehicle. Parents may help smaller students out of the car as needed, but do not leave your car unattended and walk them to the door.
F. *If you wish to walk your child to the glass doors, please park in a parking space.*
G. Keep moving forward to avoid gaps in the drop-off line.
H. It is preferred that students be let out curbside. Never double up car line and allow your child to exit the vehicle and dash between cars.
I. If you wish to communicate with the teacher, please use the parent/teacher communication plan established by the teacher. However, if you feel that you need to speak with the teacher directly, check in at the office. The office will call down to the room and get permission from the teacher so that you may go down to the classroom.
J. To gain approved access in our buildings, parents must check in at the office and get a visitor sticker.
K. Please drive safely and defensively. Parents should always be an example in word and DEED.
L. When possible, please inform others who may also drop-off your child about our traffic procedures.

PICK-UP PROCEDURES

1. Please line up in the appropriate designated area for your child's class. K4/K5 line up at the back of the gym, 1st/2nd line up near the elementary glass doors,

and 3rd – 5th grade line up in the parking lots near the front of the building. The pick-up areas are designated so you may pick up younger children first and move up in line to retrieve older siblings.

2. **Please come at your oldest child's time**. This helps avoid long, "dead lock" lines.
3. 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. 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.
4. Keep moving forward to avoid gaps in the pick-up line.
5. Please have your Pick-up Tag hanging from the rear-view mirror or displayed so it can be easily seen.
6. For Inside/Inclement Weather Dismissal Students will be dismissed from their regular Exit location. Children will be sent to cars if it is safe to do so, or the parents may walk up to the glass doors. Having your pickup ticket is especially helpful if there is a sub.
7. Please help each other and be courteous. Avoid blocking driveways and parked cars when possible. Do not "cut" one another off.
8. When possible, please inform others who may also pick-up your child about our Pick-up procedures.

MIDDLE & HIGH SCHOOL

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:

Beginning with class of 2027

Math	4 credits
English	4 credits
Social Studies	4 credits
Science	2 credits
Bible	4 credits
Speech	½ credit
Computer	1 credit
PE	1 credit
Health	½ credit
Electives	2 credits
	22 credits

For **college prep**, add:

Pre-Calculus	1 credit
Chemistry	1 credit
Foreign language	2 credit
	26 credits

For class of 2025/2026

Math	3 credits
Elective	3 credits
	22 total credits

Credits are awarded on successful completion of each semester.
Graduation: Valedictorian and Salutatorian must complete a minimum of a college prep tract.
******* Bible is required for each year a high school student is at JCA.

AI POLICY

Students are expected to use technology responsibly, ethically, and in a manner that reflects the Christian values and

academic standards of Jacksonville Christian Academy. Artificial Intelligence (AI) is not allowed to replace the student's responsibility to complete original work and exercise critical thinking. Students at JCA are expected to maintain academic integrity in all regards. Please adhere to the following guidelines regarding AI:

a) Students shall not use AI to complete assignments, essays, projects, homework, quizzes, tests, or other academic work unless expressly authorized by the teacher.
b) Students may use AI tools only when specifically permitted by the classroom teacher or required as part of an approved instructional activity. When AI use is authorized, students are expected to follow all instructions provided by the teacher regarding its appropriate use and any required acknowledgment of AI assistance.
c) Students shall not enter confidential, personal, or sensitive information into any AI platform, including student records, passwords, personal identification, or information concerning other students, faculty, or staff.
d) AI technology shall not be used to create, distribute, or access content that is inappropriate, offensive, deceptive, or inconsistent with the mission and standards of Jacksonville Christian Academy.
e) Jacksonville Christian Academy is not responsible for inaccurate, misleading, or inappropriate content generated by AI platforms. Students should use discernment when evaluating information and are encouraged to seek guidance from teachers when questions arise.
f) Submitting AI-generated content, in whole or in part, as one's own work without permission will be considered plagiarism and academic dishonesty and may result in disciplinary action, loss of credit, or other consequences

Jacksonville Christian Academy reserves the right to modify or expand this policy as needed due to rapid technological developments with AI. The administration also reserves the right to determine whether the use of AI on any assignment or activity is appropriate and to address violations of this policy on a case-by-case basis.

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. 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 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 at any school activity.

Couples should never be in non-public 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.

Any student who marries while enrolled in JCA will be asked to withdraw from school.

COURSE CHANGES

No course may be dropped or added unless the student meets with the principal and secures permission to do so from the principal and their parent. 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 3:00 P.M. After 3:00 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 along with the teachers/principals knowledge before any student leaves 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. Any students remaining after school for sports practices will need the athletic director's permission and may be in the gym **ONLY** if there is adult supervision.

DISCIPLINE

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.

It is our goal 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.

Middle and High School students operate on a system of detentions and demerits for discipline. The following are the order of consequences for misbehavior/misconduct:
Lunch Detentions
Detentions
Demerits
In or out of School Suspension
Expulsion

DETENTION:

Detentions and Lunch Detentions (for Middle School only) are given for minor school infractions.

After School Detention slips must be signed by parents and returned to the detention overseer the next day.

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.

If a detention is not served on the assigned day, a parent must send in written notice as to why detention cannot be served on already stated date. Detention will be reassigned one time. If that detention is not served, it becomes a demerit.

DEMERITS MAY BE ISSUED AS FOLLOWS:

1. Boy/girl misconduct---------- 1-5
2. General disturbance----------1

(talking without permission; talking after being warned; passing notes; chewing gum; running in the building; throwing objects; etc…)

3. Meddling in other students' property---------- 1
4. Repeated failure to return slips or assignments----- 1
5. Violation of the school dress code---------- 1
6. Fighting---------- 2-10
7. Leaving school without permission----------1-10
8. Disrespect toward teachers---------- 1-5
9. Lying---------- 1-5
10. Possession of questionable reading material--------- 5
11. Failing to turn in phone----------1
12. Failing to turn in smart watch (MS Only)----------1
13. Texting on Smart watch (HS Only) ----------1
11. Using indecent language----------1-10
12. Cheating---------- 2-10
13. Destroying or defacing school property----------4-10
14. Possession of weapons ----------10-20
15. Possession of pornography---------- 10-20
16. Stealing ----------10-20
17. Use and/or possession of tobacco products----------10-20
18. Use and/or possession of drugs or intoxicating beverages---**Expulsion**
19. Improper sexual relations (fornication) ----------**Expulsion**
20. Threats: physical or verbal to students or staff. (This includes joking) – 3 (or more depending on possible police involvement) days of Summary Suspension (out of school suspension). During this time the administration will assess the threat and determine if it is a valid threat. If valid, immediate expulsion. Second offense, immediate expulsion and possible police report.

**All of these apply to anything posted to Social Media.*

5 Demerits: 1-day suspension; and a 400-word essay on a topic assigned by the principal. Essay must be in ink, done neatly and correctly.

10 Demerits: 3-day suspension; and an 800-word essay on *The Purpose of Godly Wisdom*. 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.

IN-SCHOOL-SUSPENSION (ISS)

ISS/OSS is at the principal's discretion.

ISS & OSS results in the exemption from any school activity that may occur on the day(s) issued including ball games, banquets, trips, etc… Students must complete all work assigned.

SUSPENSION

Suspension will be in-school unless stated by the principal. 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/HAIR CODE

We believe the Bible establishes at least four minimum standards for Christian dress:
Modesty (1 Tim. 2:9; 2 Tim. 2:22)
Distinction, men dressing like men, and women dressing like women (Deut. 22:5; 1 Cor. 11:14,15)
Identification, with the Lord and not the world (1 Tim. 4:12; Romans 12:1,2; 1 John 2:15-17).
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.*

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. School tardiness or an early release in order to correct the dress or hair code violation will be considered as excused up until the set date given.

MIDDLE AND HIGH SCHOOL YOUNG MEN:

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

Watches, medical bracelets, ID/dog tags may be worn. Other necklaces or bracelets may be worn but must be worn under the shirt and in compliance with our conservative philosophy. 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, eyebrows, and collar and must be tapered on the sides and in back. Hair should not be worn bushy and sideburns 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. A hard part is not considered a design. Boys may not wear bowl styles, braids, cornrows, dreadlocks, man buns, mullets, mohawks, pony or rat tails. Any spiking of the hair/or curly hair may not rise above three inches 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, royal/navy/light blue, or yellow/gold.

*At the beginning of the 2027-2028 school year, only our new logo patch will be permitted on the Polo Shirts.

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 or khaki in color.

During recreational activities boys may wear jean, swish, or sweatpants. 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.

MIDDLE AND HIGH SCHOOL YOUNG LADIES:

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

Jewelry and makeup should not be excessive or gaudy. Girls may wear 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, royal/navy/light blue, or yellow/gold. All shirts must fit properly and may not appear tight or accentuate the bust line.

*At the beginning of the 2027-2028 school year, only our new logo patch will be permitted on the Polo Shirts.

All girls may wear khaki/docker style skirts or skorts to the **bottom of the knee**. No Denim or Corduroy may be worn. The following uniforms may be Blue and gold plaid, navy blue, or khaki. Skorts must have front and back flaps. 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.

Uniform pants are also permitted in navy and khaki but must be purchased from *Custom Logowear*. This is not optional as they will bear a special JCA logo tag.

During recreational activities, girls may wear the uniform skort basketball style shorts, capri or athletic pants (No leggings or Yoga Pants). All styles must be knee-length, and loose fitting at the hips, crotch, and around the legs. Any shirt or T-shirt must fit appropriately, have no holes or rips, and all words or logos must not promote worldly events. Tennis shoes and socks are recommended. Recreational dress will be specified by the teacher/administration in accordance with a particular event. Jeans with no holes or rips may be worn at ballgames or whenever specified by the principal.

Any shirt or T-shirt must fit appropriately, have no holes or rips, and all words or logos must not promote worldly material.

Students in obvious violation of the dress or hair code will not be permitted to attend school. School tardiness or an early release in order to correct the dress or hair code violation will be considered as excused up until the set date given.

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.

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 2" 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 2" 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.

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

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.

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 should keep personal items in their lockers for protection and for the sake of good housekeeping.

PROMOTION/RETENTION

6TH - 8TH GRADES

Sixth through eighth graders do not accumulate credits toward high school graduation. 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.
Middle School students missing more than 20 days may not make up any tests or quizzes on days that they are absent.

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.

Should a middle school student fail one of the three subjects listed above, they may be required to attend summer school or tutoring in order to be prepared for the next school year.

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

Students in High School missing more than 20 days of year-long classes may not make up tests or quizzes after the 20th day absent. Block classes are core classes that are two class

periods long and are completed in one semester. Students missing more than 10 days of block classes may not make up tests or quizzes after the 10th day absent unless approved by the principal.

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.

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.

SENIOR CLASS TRIP

The senior trip should be considered a reward and privilege for any graduating senior from JCA. It is a school-sponsored event.

Our senior class fundraises for their senior class trip throughout the school year. Typically, the week before graduation, our seniors take their trip to Washington DC and New York City. There are a few reasons we do this particular trip:

- Taking the same trip and following the same plan allows the chaperones to be better prepared and thus more acclimated to the areas.
- The trip represents two main ideas that we want to instill in the soon-to-be graduates: (1) don't forget to honor our country and respect the ones who fought to establish/preserve it, and (2) the world is a big place full of different types of people from different walks of life and different opportunities.
- Most of what we do in DC is free. This is a necessary balance to what we do in NYC, which will be very expensive.
- The trip keeps everyone busy. Downtime is not our friend when we are in unfamiliar areas for an extended period of time.

Students must be in good standing in order to attend the trip. Students are not penalized if they do not wish to attend the trip. The chaperones follow a tightly scheduled plan and ensure that the students do not enter any dangerous or shady areas. The students participate in a devotion each night that they are gone.

SPORTS PROGRAMS

ELIGIBILITY

Those who represent JCA in athletics are role models; therefore, their athletic, academic, and spiritual life must be exemplary. At least a 70 overall average in each class is required in order to participate. Students with an overall average of below 70 in any class will be declared academically ineligible until the overall grade is improved to a 70. Ineligible players will not be permitted to play in any games and will not be permitted to travel with the team to away games. Principals will do a grade-check of each athlete on Mondays to determine eligibility for that week.

TRAFFIC PROCEDURES

Speed limit AT ALL times: **5 MPH**

When dropping off or picking up your student(s), please remain in your car and in a single file line. If you need to meet with your child's teacher or have business in the office, please park in a parking space and avoid blocking the car line.

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.

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 designated student parking area.