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**NON-DISCRIMINATION STATEMENT**

Jacksonville Christian Academy is an independent, fundamental inter-denominational Christian school system. It does not discriminate as to an individual's sex, race, national origin, or physical handicap in its hiring practices for administrative, teaching and other personnel, nor in its admission guidelines for students, administration of all scholarship programs, disciplinary policies or practices.



***“Train up a child in the way he should go, and when he is old, he will not depart from it”.***

***Proverbs 22:6***

**ACCREDITATION**

Jacksonville Christian Academy is fully accredited through the International Christian Accrediting Association (ICAA), AdvancEd - Southern Association of Colleges and Schools (SACS), and National Council for Private Schools (NCPSA). JCA is a candidate for membership in the American Christian School Institute (ACSI).

Jacksonville Christian Academy is a state registered school.

**FACULTY**

The teachers at Jacksonville Christian Academy are committed to academic excellence within the context of a totally Christian atmosphere. Jacksonville Christian Academy teachers are among God’s most dedicated educators. They continually have the children’s best interest at heart and stand willing to assist parents in fulfilling the God-given responsibility for educating their children. The relationship of the school and the home becomes one of sharing and caring about the mutual benefit of each.

PHILOSOPHY OF CHRISTIAN EDUCATION

We believe that Christian Education in a Christian School is an extension of the family and home. A student’s personal relationship with Jesus should be emphasized more than anything else. If the spiritual condition of the school is good, then the other areas of the school will be in order with the same being true for each student. Proverbs 22:6 says, “Train up a child in the way he should go and when he is old, he will not depart from it.” Students should be taught spiritually, academically, and physically, so that they may become happy, God-fearing adults. Biblical principles should be used in every area of the school just as they should be used in every area of our lives.

 **PURPOSE**

 Jacksonville Christian Academy is dedicated to academic excellence in a Christian environment. The founders of Jacksonville Christian Academy have developed high scholastic standards and a well-balanced program of traditional courses and extra-curricular activities.

The Bible is the foundation of our faith and serves as the basis for all learning and activities at Jacksonville Christian Academy. God's Word is taught as the ultimate source of truth through the guidance of the Holy Spirit. We strive to develop the wholeness of the student and to encourage a close working relationship between the home, the church and the school. Opportunities are provided for each student to reach their full potential, physically, intellectually and spiritually.

Our purpose and goals dictate that we cooperate closely with parents in every phase of the student's development, always offering assistance in understanding the school's objectives and in making their home more God-centered.

The desired goals for each student are:

1. A student who is concerned about his personal relationship with Jesus Christ and his daily walk with Him.
2. A student who is concerned about the spiritual welfare and development of others.
3. A student who understands and accepts the consequences of his behavior.
4. A student whose speech reflects a disciplined Christian life.
5. A student who daily seeks the will of God in his life.
6. A student who is daily becoming a more mature witness for Christ.
7. A student who exhibits a Biblical sense of right and wrong.
8. A student who is challenged, eager to learn & will utilize that knowledge to enrich his or her life, and in turn, enrich the lives of others.
9. It is our belief that if all of these results are achieved in the lives of our students, the academic results will be equally high.

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### DOCTRINAL POSITION

### STATEMENT OF FAITH

Jacksonville Christian Academy holds and teaches the essential doctrines of the Christian faith.

1. We believe the Bible to be the inspired, infallible, and authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal future return to this earth in power and glory to rule a thousand years.
4. We believe in the Blessed Hope, which is the Second Coming of our Lord Jesus Christ to establish His Kingdom and be forever reunited with His bride, the Church.
5. We believe that the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.
6. We believe that regeneration by the Holy Spirit is absolutely essential for personal salvation.
7. We believe that the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.
8. We believe that through the baptism of the Holy Spirit, according to Acts 2:4, power and love are given to believers who ask for them.
9. We believe in the sanctifying power of the Holy Spirit indwelling believers, enabling them to live a holy life.
10. We believe in the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

**DISCIPLINARY POLICY**

It is our greatest desire to be able to work with the parent or guardian in obtaining the highest level of performance for each student scholastically, spiritually and physically.

1. Jacksonville Christian Academy is a Christian school dedicated to the ministering of the gospel of the Lord Jesus Christ through education within a Christian environment.
2. It is our belief that our students are our representatives and that their conduct, both inside and outside of the school environment reflects upon the academy either in a positive or negative manner.
3. With this in mind, it is our belief that a student does have the responsibility for his/her behavior outside of the school atmosphere. When a student commits an action unbecoming of a Christian student or contrary to the principles taught at the academy, it may be cause for disciplinary action on the part of the academy.
4. A parent/guardian enrolling a child in Jacksonville Christian Academy should do so with the understanding that the preceding statement is school policy and it will be strictly implemented.
5. Corporal punishment is also part of the academy's disciplinary course of action and it will be administered as deemed necessary by the administration or faculty.
6. We, the administrators, faculty, and staff, understand that this academy may not be for everyone. If you feel that you cannot trust the judgment of the administration or faculty of Jacksonville Christian Academy, we encourage you to consider an alternative means of education for your child.
7. The above statements have been made with the sole purpose of avoiding any misunderstandings prior to or during the enrollment of your child at JCA. They are not in any way new policies or philosophies of Jacksonville Christian Academy.

**DISCIPLINARY PROCEDURE**

The administrator and/or teacher are vested with the responsibility for control of the students. Students will be held responsible for their actions and shall conduct themselves in keeping with their level of maturity, showing regard to fellow students and those in authority. Students will conduct themselves in a manner, which is conducive to a learning situation. Each teacher will make every effort to counsel with the student in an effort to resolve the problem. The teacher will attempt to work out the problem without administrative involvement. However, students deemed by a teacher to require an administrative conference will be sent to the office on a disciplinary referral for further action. If continued disciplinary problems occur, and the teacher feels the student is still a disruptive force in class, an administrative staffing will result and possible suspension and/or withdrawal from school could occur.

**CORPORAL PUNISHMENT**

Corporal punishment will be used when necessary.

*GENERAL RULES AND POLICIES*

 *FOR STUDENTS*

**GUIDELINES FOR BEHAVIOR**

1. Students must demonstrate respect for the teacher and his/her authority.
2. Students are to respect the rights and property of others.
3. Students are asked to comply with all regulations established by teachers for classroom procedures. Students should obey promptly and courteously.
4. Students are responsible for the actions and should conduct themselves in a manner becoming to a Christian.
5. At all times, students are to be under the direct supervision of a teacher or administrator.
6. Students will be allowed to go into other areas of the school only when accompanied by an adult or when given special permission by a teacher or principal.
7. Students are expected at all times to use language becoming and appropriate for a Christian.
8. Running is allowed only in the gym at proper time(s).
9. Students are requested to take pride in their school by picking up all materials on the floor and placing the waste materials in a proper container.
10. Lockers are to be kept clean and neat at all times. Doors to lockers are to remain closed and locked.
11. Students should listen when others are speaking. To obtain permission to speak in the classroom, students are to raise their hands.
12. Neatness is emphasized at all times. Students are to prepare their assignments in neat and orderly manner.
13. Classroom materials and personal belongings are also to be maintained in an orderly fashion.

**CLASSROOM POLICIES**

1. Students will be expected to exhibit good classroom manners and conduct themselves at all times in a manner which is conducive to a learning situation and with regard to fellow students.
2. Answer all adults respectfully. Students must address their instructors and school personnel by Mr., Mrs., or Miss. (NO FIRST NAMES)
3. When talking is permitted, class must not become loud or boisterous.
4. Be courteous and considerate of those around you who are also trying to learn by refraining from writing or passing notes, tossing objects, or playing with irrelevant objects.
5. Exhibit responsibility by coming to class on time and with all materials and necessary supplies. *NO* student will return to his/her locker after the tardy bell rings for forgotten materials.

**physical contact**

The actions of each student at Jacksonville Christian Academy should reflect the high standards of Christian morals and principles. It is, therefore, expected of each student to refrain from public displays of affection, including holding of hands, while on school grounds and at school functions.

**BASIC RULES FOR STUDENTS**

1. Students will be expected to attend all assemblies, homerooms, chapels, and classes on time. Attending graduation is a requirement.
2. Students will be expected to arrive and leave assemblies in anorderly manner.
3. Loitering in parking areas during the school day is prohibited for safety of all concerned.
4. Students, and parents shall be held responsible for damage done to school, property, equipment, textbooks, building and furniture.
5. Pupils who use, write, distribute, or possess profane, indecent or obscene language, literature, writing or pictures shall be subject to suspension or withdrawal.
6. Smoking or the possession of smoking paraphernalia (cigarettes, tobacco, lighter, matches), are not permitted.
7. If a situation should arise where students need to be excused from class while classes are in session, the student should make sure he secures a hall pass from his teacher. The teacher must sign the pass, and it must include the time, date, and the student's name and destination. No student will be allowed to be in the halls during the regular class period without a valid hall pass. There should be only one name on the pass.
8. Gum is not permitted.
9. Running in the building is strictly prohibited.
10. Ipods, MP3, gaming devices, and any other electrical devices are not to be played or brought into the building.
11. No student will wear non-prescription glasses in the building.
12. High school students are not allowed on second floor of the academic area during lunchtime.
13. No cards or dice may be brought on school property unless authorized by a teacher for a classroom activity.
14. Any sports equipment brought to school must be secured before the start of school (in student's locker or held by a teacher).
15. There will be no attempting to either sell or distribute any object or substance, which has not been authorized by the principal.
16. No knives allowed on school property.
17. Firearms on the grounds may result in suspension or expulsion.
18. Unauthorized use of cell phones is prohibited. Cell phones out without permission constitutes: 1st offense – Turn in to office $1.00 retrieval fee. 2nd offense – Turn in to office - $5.00 retrieval fee. Multiple offenses are considered an act of rebellion and subject to paddling and/or suspension, plus a $10 retrieval fee each time.

**use of the telephone**

Students will not be allowed to use the school phones during school hours, except for emergencies. Students are encouraged to take care of all business and other arrangements the previous evening or before leaving for school in the morning.

**STUDENT MESSAGES**

1. Students are not called to the office telephone under any circumstances, except in extreme emergencies. In case of illness in the home or some emergency, which the parent can explain to the counselors or the principal, students will receive the message.
2. No mail or parcel post will be delivered to the students in the building. Mail addressed to students is forwarded to the home address. This regulation protects our students from the outside influence of those attempting to by-pass parental supervision.
3. Students may be called from class to see parents or visitors who can satisfactorily explain their business. No visitor is to be permitted to see a student without permission from the office.

**Jacksonville Christian Academy**

**Internet Use Policy**

Students may use the network only if directed to and supervised by a faculty or staff member. Students may not access the internet in a classroom when a substitute teacher is on duty nor make personal use of the school’s internet before, during or after class. The following guidelines must be strictly adhered to:

1. Students must not misrepresent themselves online. This includes the use of false identities or use of other student’s user names and passwords.

2. Students must not post personal information to the web except under the strict supervision of school personnel.

3. Accessing the files or data of another student or faculty member is strictly prohibited.

4. No user is permitted to make any changes to software or network configurations at any school computer or work station.

5. All downloads or executable files must be approved by the classroom teacher.

6. Any efforts to bypass computer or internet security or passwords will be treated as a major disciplinary offense.

7. Accessing or attempting to access obscene material is strictly prohibited.

8. All school standards governing normal verbal or written communication apply to Internet and social media usage during and after school hours. Students will be held responsible for any derogatory comments, posts, pictures; etc placed on all social media sites (Facebook, Twitter, Instagram, MySpace, Vine, Snapchat, etc.) All comments and posts should reflect positively on God, Jesus and God’s Holy Word. Students should refrain from using insulting, threatening, or abusive language and should avoid language that is vulgar or profane.

9. Access to all social media sites during school hours is prohibited.

10. Laptops, tablets and other computing devices brought from home are prohibited unless their use is directed by a faculty member.

1. Standard plagiarism laws govern the use of downloaded material for projects and papers.

 **Failure to comply with any of the above Internet Use Policy can result in a restriction or cancelation of a student’s computer and/or internet privilege and repeated violations can lead to suspension and/or expulsion.**

## DRESS REGULATIONS

Jacksonville Christian Academy believes that there is a close relationship between scholarship, citizenship, and appropriate dress. Students are expected to be neat and well-groomed at all times. Boy’s hair will be off the collar, no longer than mid-ear length and above the eyebrows. JCA requests that parents assist in having their children maintain an appearance, which will bring glory to God and His school. No uniforms are required. However, a dress code is necessary for the learning process to be enhanced. Neatness is very important. Anything worn that is considered by the administration to be a hindrance to the learning process or questionable Christian character will not be permitted.

**Girls:**

* + - 1. Dresses, blouses, skirts and dress slacks should be pressed, clean and loose fitting.
			2. Jeans may be worn if they have no holes, no patches, and are not faded (unless bought faded).
			3. Tight pants of any kind are prohibited. No sweatpants.
			4. Skirts, split skirts and dresses must cover the kneecap when standing.
			5. No blouses with printing or pictures are allowed unless the administration approves it before it is worn.
			6. Blouses should be loose fitting; no spaghetti straps, no tank tops, nor off-the- shoulder tops.
			7. Pants and shirts must meet all the way around **at all times.**
			8. Slips/camisoles are to be worn when necessary.
			9. Shirts with other school logos, mascots, etc. are prohibited.
			10. Shoes must be neat and worn at all times.
			11. Wednesday is chapel day. Dress pants, dresses or skirts that cover the knee when standing may be worn.
			12. Body piercing in the head area can only be in the ears.
			13. No extremes in hairstyles or colors. No head coverings or hats allowed except with special permission by the administration.
			14. No shorts except in grades K4- 6th.
			15. Leggings may be worn with mid –thigh length tops.

**Boys:**

1. Pants worn by boys must be long and neat in appearance. No sweatpants.
2. Suspenders, properly fastened over shoulders, or belts will be worn with pants. No slacking. Drawstrings are not sufficient.
3. Ties with dress shirts along with neat pants are mandatory on Wednesday for chapel.
4. Shirts with printing and pictures are not allowed unless the administration approves it beforehand. Collared shirts are suggested. Sleeveless shirts are prohibited.
5. Shirts with non-controversial design are permitted.
6. Socks will be worn at all times.
7. Casual or dress shoes may be worn. Must be kept clean and neat.
8. Military clothing and any other clothing that is not neat in appearance will not be permitted.
9. Beards, goatees, and mustaches are prohibited. Boys must be clean-shaven.
10. Jeans may be worn if they have no holes, no patches, and are not faded (unless bought faded).
11. Shirttails must be tucked into pants at all times.
12. Earrings and any other body piercing jewelry are prohibited in male students.
13. Shirts with other school logos, mascots, etc. are prohibited.
14. Knee length shorts may be worn.
15. Hairstyles for boys may not extend more than two inches from head.
16. No ponytails, buns or headbands.

## FINANCIAL POLICY

**REGISTRATION FEE:** Applications cannot be given consideration until the registration fees have been paid. THE FEE CANNOT BE REFUNDED. The registration fee is $150.00 for first child, $45.00 for each additional child. *NO STUDENT CAN BE ACCEPTED INTO A NEW SCHOOL TERM UNTIL ALL INDEBTEDNESS FROM PREVIOUS TERMS IS CLEARED.* The manner in which you have paid your account will also be a factor in determining whether or not your re-enrollment application is accepted.

**TUITION:** Tuition charged is based upon the number of children in one family who attend Jacksonville Christian Academy. Tuition for one child is $290.00 per month, $450.00 for two children, $550.00 for three children, and $580.00 for four children. Fifth child is free.

**ADDITIONAL CONTRIBUTIONS:** In addition to tuition and fees, parents are expected to contribute spiritually, physically, and financially to the growth and development of Jacksonville Christian Academy.

**payment schedule:** Tuition payments will begin in August and end in May for a total of 10 full monthly payments. August tuition payment is due by August 1, delinquent after August 5*.* All other tuition payments are due on the 1st of each month and delinquent after the 5th. A $25.00 late fee will be imposed on all delinquent accounts. ANY FEES DELINQUENT OVER 10 DAYS WILL BE GROUNDS FOR THE DISMISSAL OF THE STUDENT. Early withdrawal (prior to the end of the school year) results in a $60.00 additional fee. This fee will also be charged for students dismissed for delinquent payment of tuition or who are dismissed for unsatisfactory conduct. Tuition for the days attended will be pro-rated. Any fees not paid will be turned over to a collection agency.

##### REFUND POLICY

Registration fees **cannot** be refunded. If a student withdraws before the end of a billing cycle, credit will be given for the *unused* portion of the tuition once the withdrawal fee of $60.00 has been satisfied.

**SUPPLEMENTARY FEES:**

1. There is a $30.00 charge for returned checks.
2. Two returned checks within a school term would warrant a cash only basis.
3. Books and fees may range from $285.00 - $425.00.
4. Each student will be charged for a yearbook.
5. Graduation fees will be charged to the student's account.
6. There is a $20.00fee for report card replacement.
7. There is a $100.00 fine for non-attendance to the Elementary /High School Award Ceremony unless a doctor’s excuse is turned in to the principal.

**ADMISSION**

\* Applicants are selected from those who give evidence of possessing the intellectual capacity and the behavioral characteristics, which are consistent with the program of spiritual and academic excellence offered by JCA. We suggest that all prospective students and parents pray as a family and seek God’s leadership in the matter of enrollment at Jacksonville Christian Academy.

\* An interview between the principal and the student, accompanied by either parents or guardians if possible, should be scheduled through the office. At the time of the interview, a copy of the student’s transcript will be required. Other admission requirements include a good record of attendance and behavior.

\* Each student must have a copy of a certified birth certificate and their certificate if immunization (IMM-50), a blue card. Students entering K-5 and 6th grades must have an additional certificate (IMM-90), a pink card, as having proof of having received a second dose of measles vaccine. Upon enrollment approval, a placement exam may be administered for proper class placement.

Priority for admission to Jacksonville Christian Academy shall be as follows:

1. First priority for admission shall be given to presently enrolled students.

2. Second priority shall be given to Faith Temple Christian Center membership families.

3. Third priority shall be given to brothers and sisters of presently enrolled students.

4. Fourth priority shall be given to visiting church families.

\* Parents or guardians should be in agreement with the Statement of Doctrine (page 2) and be willing for their children to be trained by those affirming the aforementioned State of Doctrine.

\* Parents or guardians must present a report card of child’s previous term or work. A follow-up call may be made to the child’s previous principal. ALL new students will be on conditional acceptance for the first nine weeks.

\* The privilege of being enrolled at JCA would prohibit the use of alcoholic beverages, tobacco, or profanity. Immoral behavior and rebellious activity toward authority are also prohibited. Jacksonville Christian Academy strongly discourages attendance at off campus locations that are questionable or detrimental to a Christian witness. Prospective students at JCA who are currently abusing drugs, using alcohol/tobacco, or who currently are under suspension or expulsion from another educational institution may have their applications rejected.

\* The parent or guardian of each student must read the current year’s Parent-Student Handbook and be in agreement with the policies as defined. A parent or guardian’s signature is required to document such agreement, which will be kept in the school records. Forms will be provided for parents of prospective students to fill out and sign. When a parent or parents sign the application form, they are acknowledging their agreement of the prospective student to abide by the policies.

FINAL ADMISSION OF ALL STUDENTS SHALL BE SUBJECT TO THE APPROVAL OF THE PRINCIPAL AND THE PASTOR.

**CHANGE OF TELEPHONE AND/OR ADDRESS:** Any change of address or phone number, including work number, should be reported to the office immediately.

**HEALTH CARDS:** All students will fill out a Health Card upon enrollment. This card contains vital information, which will be used only in case of illness or injury at school. It is very important that any student, who has a health problem such as diabetes, epilepsy, etc., list this on the card. They will be kept in the student's confidential file.

**WITHDRAWAL PROCEDURE:**

Authorization for withdrawal must be made in person by parent or guardian to the PRINCIPAL. After seeing that all records are in order, all tuition fees are paid, and all library books returned, the principal will sign a withdrawal release. Early withdrawal feeis $60.00. No school records will be released until all accounts are paid in full.

**MORNING ARRIVAL**

Morning arrival should be timed so that students do not arrive to school before 7:25 a.m. School starts at 7:45.

**HOURS**

K-4- K-5 7:45 - 2:25 Wednesday 7:45 - 1:10

1st – 2nd 7:45 - 2:40 Wednesday 7:45 - 1:20

3rd-12th 7:45 - 2:50 Wednesday 7:45 - 1:45

Supervision is provided in the extended care room before school from 6:00 to 7:15 a.m. and after school until 6:00 p.m. A fee of $3.00 per morning will be charged to any student arriving before 7:25 a.m.

 (See “Extended Care”)

**AFTERNOON DISMISSAL**

School is out at 2:50 p.m. each day. We are requesting that all students be out of the building immediately when school is dismissed. We appreciate parents making arrangements to pick their children up no later than 3:00 p.m. each day. Students waiting for rides after 3:00 p.m. must report to the extended care room. A fee will be charged for extended care supervision.

**MOTOR VEHICLE REGULATIONS**

Please ask your parents to plan your arrival at school at 7:45 a.m. Parking lot speed limit is 5 mph. Upon arrival to school, go directly into the building, and once you're at school you are not to leave until you are dismissed. PLEASE OBSERVE AND FOLLOW DIRECTIONAL SIGNS, MARKERS, PARKING LANES, AND ARROWS IN THE PARKING LOT. Students are not allowed to sit in parked vehicles nor loiter in the parking area.

**PARKING PERMITS**

Students that drive to school and would like to have a reserved parking space can purchase a permit from the high school office. Cost is $20 annually. The space will be good each day that school is in session from 7:00a.m-3:00p.m. Applicants must have a valid Alabama driver’s license.

**ATTENDANCE**

Regular and punctual attendance is the greatest single factor in school success; therefore, a student's first concern should be to attend class regularly. Being absent from school places a handicap upon the teacher and upon the student's success. It also indirectly encourages the development of poor attitudes toward one's work and obligations. In a sense, school experiences, classroom discussion, and group instruction once missed can never be completely recovered or made up.

After five (5) absences per semester, a student must have a doctor’s excuse for every absence thereafter. No make-up work will be given without a doctor’s excuse or by special approval from the principal if he judges extenuating circumstances to justify the absence.

**TARDINESS**

Punctuality is very important. School begins at 7:45 a.m. every morning. Students are expected to be in their class by 7:45 a.m. If the student is not in the class by this time he/she is tardy unless he/she has a note from a teacher or the administration. If a student gets to school late, and the tardy is deemed unexcused, he/she may not enter a class that has already begun. He/she must report to the office and be signed in by the parent. An unexcused tardy will be given unless the tardiness is considered excused by the administration.

Three (3) unexcused tardies equal one unexcused absence. This absence will be affected by the policy on absences. Constant tardies *WILL NOT* be tolerated because of the disruption. Action will be taken if this problem exists.

High School: Each student is allowed one (1) unexcused tardy per semester. After the one unexcused tardy the student can choose between a three (3) -page reports or one (1) lick paddling. Students that do not turn their reports in on time or who have excessive unexcused tardies of more than three (3) per semester will be required to do a report before going to class. Students that have an unexcused tardy because of parent(s) will not be exempt from the above policy. Students should be in class when the tardy bell rings or four minutes after the end of the previous class if the tardy bell is not working.

**REPORTING ABSENCES**

When students are absent, they must have **a parent** call the school office before 8:30 a.m. and report the absence to the secretary. Parents unable to reach the school by phone should send a note by their child to the office upon their return to school. This must be done before school.

**excused absences**

Excused absences will be granted for the following reasons:

1. Personal illnesses or serious illness in the immediate family.
2. Funeral for immediate family.
3. Emergency doctor or dental appointment
4. One out-of-town trip considered necessary by parents if arrangements have been made one week in advance and notification has been given to the principal by the parent or any other that is ruled excused by the principal.

**UNEXCUSED ABSENCES**

unexcused absences will be all absences that do not fall in the above group.

**EXTENDED ILLNESS**

Students ill for an extended period (3 days or more) should have parent call principal for daily teacher assignments beginning on the second day of absence. Assignments will be ready for parental pick-up after 3:00 p.m. the following day and throughout each pick-up day during illness. Parent(s) should stay in close contact with teacher during this time to keep from getting behind in class work.

**ILLNESS DURING SCHOOL**

A student becoming ill during the day should obtain apass from their teacher and report to the office. If it is a necessity to go home, the school will inform the parent/guardian, and the student must check out through the office. A student unable to participate in school physical education classes due to illness must bring note from parent and/or doctor to the principal's office indicating the extent and possible duration of illness.

**MEDICATIONS**

If student must take medicine during the day, they must turn the medication into the office in its original container with directions on the label. Student will be called to the office at the appropriate time to take the medicine.

**PERMITS TO LEAVE SCHOOL**

Students knowing in advance that they are to leave the building during the school day for a doctor's appointment or some other valid reason, must either present a written request, **signed by the parent**, or have the parent call the office before 8:25 a.m. A permission slip to leave school will then be issued. Students will be dismissed from class at designated time on permit slip.

If returning to school the same day, the student must check back in at the office for admission to class. Failure to do so could result in a truancy offense.

It is requested that all doctor, dental and other necessary appointments be scheduled after school or on days school is not in session if at all possible. Students excused from the building by telephone request must provide parent or guardian verification. No student is to be excused from the building because of illness without official clearance through the office.

***EXTENDED CARE POLICY***

For the students needing extended care, we offer two options - hourly or contract. An application can be picked up in the office.

**HOURLY:** Any student arriving before 7:25 a.m. and leaving after 2:50 p.m. (1:45 p.m. on Wednesdays) will be under the supervision of our Extended Care program. A fee of $3.00 per morning will be charged to any student arriving before 7:25 a.m. A fee of $3.00 per hour will be charged for students remaining after school. If your child will be under Daycare supervision occasionally, this would be the better option.

**CONTRACT:** The fee is $55.00 per month for the first child and $45.00 for the second child. This is for the mornings and afternoons the day’s school is in session. If the school is closed and you still need daycare, you will be charged an extra amount (daily rate) for daycare service. Be sure to contact the daycare attendant to see what days they will be open. If your child will be staying in extended care on a daily basis, this would be the better option. A form for extended care services can be picked up in the school office.

***LATE FEES:*** Extended care ends at 6:00pm. Any child remaining after this time will be charged $10.00 for each additional 15 minutes.

***THE ELEMENTARY SCHOOL***

The basic school subjects are the tools for all later life and learning. JCA gives careful attention to Bible, phonics, spelling, reading, grammar, composition, mathematics, science, social studies, music, art, physical education, computer science. Kindergarten through Grade 6 is self-contained, with the exception of physical education and music. The textbooks used present subject content in an orderly, developmental sequence. The principles of scripture are then naturally woven into the subject content, thus providing an integrated approach to education.

***CURRICULUM***

**BIBLE:** At every grade level Bible occupies a prominent place in the curriculum. Bible materials have been designed and selected on the basis of academic presentation, and their interest and appeal to each grade level. In each grade, students are expected to commit to memory significant section of Scripture.

**READING:** The reading program takes a very strong phonetic approach. Sound-symbol relationships are strongly emphasized in Kindergarten and Grades 1, 2, and 3. The development of precise word attack skills is stressed at all primary levels. Comprehension and critical thinking skills become the focal points for teaching at Grades 4, 5, and 6. The subject matter contained in the reading texts is of outstanding quality and consistent with our system of Christian values and ethics. Reading is the primary focal point of instruction at all grade levels because it permeates every other subject. Vocabulary and spelling programs are natural outgrowths from the reading texts.

**MATHEMATICS:** Traditional mathematics is taught at each

grade level. In Kindergarten children learn to count and recognize numbers 0-100. They learn to recognize simple shapes and begin

work with concepts of more/less and larger/smaller. In Grade 1,

students study basic addition and subtraction facts. In Grade 2, they learn to add and subtract two-digit numbers and subtract three-digit numbers with carrying and borrowing. Multiplication is begun during the last six weeks. Third Grade math deals with intensive multiplication drills and the corresponding division facts. Math in the fourth grade deals mostly with multiplication and division. Fractions and decimals are added and subtracted. In the fifth grade, math multiplication and division are completely mastered. Fractions and decimals take on added importance and percents are introduced. By the time the sixth grade has been completed, students will have learned how to add, subtract, multiply, and divide whole numbers, decimals and fractions.

**MUSIC:** Grades 1-6 receive a minimum of sixty minutes of formal music instruction a week. Singing is taught as an appropriate expression of an inner joy as derived from a knowledge and love for God. Several musical productions are given every year.

**SOCIAL STUDIES:** In the primary grades, social studies concepts are developed as they relate to the home, the community, the state and the country. In these early years a love and appreciation for the American way of life is nurtured. The social studies program in Grade 4 involves a more formal study of American history. The program in Grades 5 and 6 focuses on world culture and ancient civilizations. American History, World History and geography are component parts of our social studies program.

**LANGUAGE ARTS:** Manuscript writing is taught in Kindergarten and Grades 1. During the second semester of Grade 1, cursive writing is introduced. In Grade 1, instruction and emphasis is placed on both oral and written skills as is appropriate to the grade level. Formal studies in traditional English grammar begin in Grade 1 and continue through Grade 6. Correct spelling is emphasized in every subject area. Mastery of a weekly list of spelling words is required at each grade level.

**SCIENCE:** Simple science concepts are introduced in Kindergarten and Grade 1 as they relate generally to heaven and earth. The program in Grades 2-5 focuses on animal and plant life the solar system, climatic conditions, creation, health and nutrition. God is viewed as the Creator of the universe and His design and purpose is taught in conjunction with each and every science topic. In Grade 6, a basic introduction to chemistry and physics is provided.

**PHYSICAL EDUCATION:** All elementary children have a daily period of physical education under the direction of a male or female instructor. In the primary grades the development of gross motor skills is stressed. Creative games and activities that promote physical fitness characterize the programs in the early years.

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**THE SECONDARY SCHOOL**

**High School Class Schedule**

**REGULAR SCHEDULE (M-T-TH-F) WED.SCHEDULE**

1st Period (HR) 7:45- 8:35 1st Period 7:45- 8:15

2nd Period 8:39-9:19 2nd Period 8:19- 8:43

Break 9:19- 9:26 3rd Period 8:47- 9:17

3rd Period 9:30-10:20 Break 9:17- 9:25

4th period 10:24-11:14 Chapel 9:30-10:30

5th period/Lunch 11:18-12:26 4th Period 10:35-11:05

6th Period 12:30- 1:20 5th Period 1:08-11:38

7th Period 1:24- 2:14 6th Period/Lunch 11:32-12:32

8th Period 2:18- 2:50 7th Period 12:36- 1:06

8th Period 1:10- 1:45

**HIGH SCHOOL CLASS RANKING**

Valedictorian, Salutatorian, and Historian will be selected from students with advanced diplomas only. These students are required to be enrolled in JCA their junior and senior years.

**GUIDANCE & COUNSELING**

Jacksonville Christian Academy counselors offer a wide variety of personal, educational, spiritual and social guidance services. These vary from problem solving to planning of long-range career goals. Special emphasis is placed on one-on-one contact with prayer, fellowship and encouragement as an integral part of their ministry. Our counselors are available and eager to help students and we encourage them to get personally acquainted with their counselor.

Our counselors offer the following services:

* + - 1. Enrollment guidance to insure that local and state graduation requirements are in met, and to the extent possible, educational needs and interests are satisfied.
			2. Monitoring of student progress and assistance with academic difficulties.
			3. Assistance with student educational and career planning.
			4. Help meeting district attendance requirements and referrals for students with special needs.
			5. Liaison with parents and the community to maintain effective relationships.
			6. Assistance with post-high school plans, financial aid for post-secondary education, job placement and college admissions.
			7. Opportunity to develop personal decision making competencies and assistance with maintaining positive peer and teacher relationships.
			8. Testing---PSAT is available in the fall. This is recommended for all college-bound students. Top percentile scorers will become National Merit Semi-Finalist and may receive a scholarship. SAT available in the spring.

### GENERAL STUDY AND PRAYER HELPS

The development of self-directed, self-motivated enthusiastic students is the general intent of homework assignments. With additional study outside of the classroom, individuals can develop greater initiative, self-responsibility, and self-reliance. Homework is one of many ways to involve pupils in independent study, self-motivation, and the use of community resources; it is one way to assist the student to develop his ability to apply what has been learned. Another intent is to provide the maturing pupil an additional opportunity to develop the positive attitudes and skills necessary for continuing education.

1. Include a specific, regular time and place for study and prayer in your daily plans. Be sure to provide yourself definite break-time, also. Select a quiet place free from distraction. Work independently as much as possible.
2. Divide your prayer and study time (remember prayer always comes first) according to the difficulty of the subject and assignment. Do the more difficult subjects first.
3. Keep a calendar of due dates for assignments. Keep an up-to-date daily list of things needing to be done. Check them off when completed. Review all-important material frequently. Remember that study is more than just reading.
4. Attend make-up or review sessions as offered by the teacher.
5. Promptly make up any work missed.
6. Ask the teacher to clarify any idea of explanation you find you do not clearly understand. Ask your teacher to pray with you. Go to your teacher before school and after school for help, if sufficient class time is not available.
7. Practice your schoolwork and prayer life in every-day living whenever you can.
8. Keep a dictionary handy when reading assignments. Use it to clarify the meanings of words you do not know.
9. Keep an on-going list of technical terms relating to each subject. Review them frequently.
10. Read textbook materials in small segments, making brief notes that indicate your understanding.

###### GRADING POLICIES AND PROCEDURES

**GRADING SCALE:**  Letter grades are given on the report card in all subjects for Grades K4-K5. Numerical grades are given in Grades 1-12. These are the letter grades with their numerical equivalents.

A: 90-100(Excellent)

B: 80-89 (Above average)

C: 70-79 (Average)

D: 60-69 (Below Average)

F: 59 and below (Failing)

**GRADE REPORTING**

Report cards will be issued every nine weeks for all grade levels. There are four (4) nine week periods during the school term. Report cards are issued one week after the close of each nine-week period.

**MAKE UP WORK**

Teachers invite students to return after school for make-up work in their subject. Make-up classes seldom extend beyond 3:00 p.m. *It is the student's responsibility to make up missed work.* Students missing school for family, school or church approved activities, must present a letter from a parent to both the teachers and principal indicating the nature and date of the absence. This must be done a minimum of one week in advance. It is advisable when school is to be missed for a family and/or church activity, that a parent calls or personally visit in advance with principal to plan make-up work. On all excused absences, students are allowed same number of days of make-up time equivalent to days missed. Any work assigned before the absence, is due on the day student returns.

**INCOMPLETE GRADES**

If a student has an incomplete grade at the close of a nine (9) week period, a grade of “I” will be entered on the report card and teacher grade report. The incomplete work will be completed within two (2) weeks upon close of 9-week period. An “I” cannot be recorded on the permanent record. It is the student's responsibility to see that all “I”s are completed. If the work is not completed within the two-week period or arrangements made, the “I” becomes an “F” (Failure) and goes on permanent records as such. The principal may rule in emergency cases.

**HONOR ROLL**

Students receiving a 3.0 average or higher at the close of each grading period will earn Honor Roll Recognition. Students receiving a perfect 4.0 average (straight “A”s at the close of each grading period ) will earn Principal's Honor Roll Recognition. Requirements for the school honor roll are as follows:

Grade point will be figured on the basis of A=4, B=3, C=2.

1. Students will receive Honor Roll recommendation if they have maintained all A’s and B’s for the grading period.
2. All subjects will count toward Honor Roll ranking.
3. Any grade below a "C" automatically disqualifies a student from honor roll recognition regardless of his/her grade point average.
4. Students receiving incomplete grades will not be placed on the Honor Roll until the deficiency has been cleared.
5. Students must be enrolled in at least five (5) subjects, excluding seniors, who must carry a minimum of four (4) classes.

**NATIONAL HONOR SOCIETY**

The purpose of the National Honor Society is to create enthusiasm for learning, to stimulate a desire to serve, to promote worthy leadership, and to develop character. Selection for membership into the NHS is a privilege bestowed on deserving students by the faculty council. Students in the 10th, 11th, and 12th grades are considered for membership based on the following standards:

* + - 1. A cumulative GPA of 90% (for grades 9-12).
			2. Superior level of performance in: Leadership, character and service.

**Detailed brochures are available in the High School office.**

## CUMULATIVE RECORDS/SCHOOL RECORDS

Jacksonville Christian Academy keeps a complete record of every child from the time he first enters the school until he leaves the school system. One record form contains all the information from K4-12 including the student’s transcript and standardized test scores. No records will be released until all accounts are paid in full.

**RETENTION**

The teacher's professional judgment will be a major factor in determining retention. Parents will be asked to have a conference with school officials regarding retention. The principal will work closely with teacher and other professionals in deciding the proper course of action to take.

**SUMMER SCHOOL**

Summer school sessions are conducted for six (6) weeks each summer. Since summer school services are supported by tuition, subjects are offered only when a sufficient number of requests make it economically feasible to include them in the summer schedule. The primary purpose of summer school is to provide enrichment and acceleration. However, a number of students attend in order to make up deficiencies resulting from unsatisfactory work in the regular session. Classes meet four hours daily, five days each week for six weeks. A pupil may earn one-half (1/2) unit in one subject by the first three weeks of the session, or he may earn one (1) unit in the subject by attending the classes for six weeks. A student may earn one-half unit in one subject and one-half unit in another subject, if subjects are so scheduled as to meet the needs of the student. Summer school units earned after the student has completed the eighth grade (has been promoted to the 9th grade) are counted toward high school graduation.

**TEXTBOOKS AND LIBRARY BOOKS**

Books are to be purchased by the student through Jacksonville Christian Academy. The school is not responsible for lost/stolen textbooks, or personally owned books.

LIBRARY REGULATIONS

1. Students are expected to return their books on time. A fine per day is charged for overdue books.
2. Lost or damaged books must be paid for. There is a $1.00 charge for the cost of reprocessing in addition to the cost of the book.
3. Notices concerning fines and overdue books will be sent periodically to students. Any student who has received a notice and does not return his overdue book, pay his fine, etc. will not receive his report card at the regular nine weeks reporting time, unless a conference (telephone or in person) between parent and librarian has been held concerning the problem.

pledges

Pledges to the American and Christian flag are observed daily.

**LOST AND FOUND**

Articles, including books, clothing, valuables, etc., may be reclaimed at the lost and found before and after school only. Articles not claimed after one week will be given to a charitable organization.

**DRILLS**

A fire drill and/or disaster drill will be held approximately four times a year.

**DISASTER DRILL PROCEDURE:**

**Signal-***SERIES OF FOUR (4) SHORT RINGS.*

1. When the disaster alarm sounds, students will walk in SINGLE FILE lines to their designated refuge areas as marked on their room assignment poster..
2. There should be a minimum amount of talking while moving to the refuge area. It may be necessary to give verbal instructions.
3. Teachers will stay with their own group and see that students conduct themselves properly.
4. As soon as students reach the refuge area, they must kneel and face the wall with their hands behind their head.
5. Students should know and memorize the proper signals and the area to which they are to go.
6. Should students be outside the building when a disaster alarm is sounded, they should return immediately to the building and to a refuge area.

**FIRE DRILL PROCEDURE**

**Signal:** *ONE LONG RING OF BELL.*

1. Students will be instructed where they should go before the fire drill.
2. When the fire alarm sounds, students will walk SINGLE FILE to their particular refuge area.
3. Students are ***NOT*** to stop for books, personal belongings, nor wait for friends.
4. If an exit is blocked, students should leave by the nearest open exit.
5. During fire drills, students are to proceed quietly through the designated exit in an orderly fashion. The same is true for disaster drills.

RAISING YOUR HANDS ABOVE YOUR HEAD IS A SIGNAL TO STUDENTS BEHIND YOU THAT THE EXIT IS BLOCKED AND THAT THEY SHOULD TURN AND GO TO ANOTHER EXIT.

**VISITATION BY PARENTS**

Parents may come for classroom observations IF cleared by the principal. Classroom interruptions must be kept to a minimum for the maximum benefits of all. Parents who request to eat lunch with their children must also clear this through the office. The office will issue a visitor's badge for you to wear to show you have been cleared for visitation.

**FAMILY RIGHTS AND PRIVACY ACT**

Jacksonville Christian Academy maintains academic and conduct records on each student. These records are available for inspection by parents/guardian during the hours of 8:30-3:30 p.m. Monday-Friday. The counselor will be happy to discuss the contents of any record kept on your child.

FACULTY CONFERENCES

Parents who have question concerning their child's progress should confer initially with the teacher involved in the subject matter. If over-all questions need to be answered, the counselor and/or principal of the school should be contacted. In instances where a child is not functioning well, the school considers it very important for the teacher and/or principal to work carefully with parents toward a solution. The faculty appreciates a parent making appointments for conferences. Impromptu conferences are likely to be unsatisfactory to all concerned, whereas one that can be scheduled for a free period and planned more carefully is likely to be more beneficial.

PARENT-TEACHER CONFERENCES

A parent wishing to speak with a teacher should send a note to the teacher or call the school office to arrange for a conference. The school desires to communicate with the parents freely and welcomes inquiries concerning any student. A teacher's “family” time and privacy is sacred. Any communication necessary should be during school hours if at all possible. However a parent should not attempt to hold conferences with teachers during school hours when the teacher is to be conducting a class. This is true especially in the mornings when children are coming into the room. **It is required that all parents check in with the office before going to a teacher's classroom.**

**PROCEDURE FOR GRIEVANCES**

The Faith Temple Christian Center Elder’s Board expects the parents to uphold the school, teachers, and administration in prayer. When problems arise, a concerned parent should go to the school principal. After this, the concerned parent may appeal to the Elders' Board.

**LOCKERS**

Hall lockers will be assigned to students the first day of school. Students are to leave all valuables in their hall lockers before going to physical education. Students are not to share lockers or use a locker unless specifically assigned to them. Do not tell anyone your locker combination. Make sure your locker is shut and locked properly each time you use it. Locks placed on unauthorized lockers will be removed and kept permanently.

**Prayer**

Prayer is a part of every classroom, activity and program within the school. All counseling, administrative conferences and decisions are bathed in prayer.

**STUDENT FIELD TRIPS**

Field trips must have consent of the principal. Students will be accompanied and supervised by faculty member(s) if the trip is sponsored by the school system. Principal will use discretion and good judgment regarding the number of faculty members and parents to accompany the students. If a parent chooses for a student not to participate in a field trip, the student must be kept at home for that day.

**ASSEMBLIES**

Good student behavior and responsibility in assemblies is of the utmost importance to school spirit. We would hope that students of Jacksonville Christian Academy would always show extreme courtesy and attention in assemblies. Each student should observe appropriate rules of etiquette so that the Christian behavior will be held in high esteem.

# INSURANCE

Our insurance is secondary insurance and covers ONLY if a student is not covered under another insurance plan.

**MEALS**

The school cafeteria serves hot meals. **Students must be in class by 8:00 am to** **order lunch**. Before leaving the eating area, each student is asked to clean area and wipe the table. Students are not allowed to sit in cars during lunch. All food and consumable items must be kept in hall lockers until lunchtime. Lunch period consists of 25 minutes.

**CHAPEL**

Chapel services are an integral part of the ministry of Jacksonville Christian Academy. All students attend chapel every Wednesday. The focus of chapel is to provide a genuine worship experience for the student body. Special speakers, music, drama, and religious films are used in these services to focus the students’ attention on their commitment to Christ and the Christian way of life. God has blessed in a mighty way through chapel, with many of our young people coming to know Jesus, along with countless others making life changing decisions towards doing it God's way. Parents and visitors are always welcome at chapel services but they will need to obtain a visitor’s pass through the office.

**POSTERS**

1. Posters displayed in the halls will be attached only to bulletin board. (No SCOTCH TAPE).
2. The principal or activity sponsor must approve posters for class elections or any school activity.
3. Posters should be removed no later than one day following the activity. The PRINCIPAL must approve all posters regarding in-school and/or out-of-school activities before posting.

**Requirements for Graduation**

**Grades 9 -12**

**Standard Diploma**

English 4

Math 4

 PreAlgebra

 Algebra I

 Geometry

 Algebra II

 Math Elective

Science 4

 Physical Science

 Biology

 Standard Chemistry

 Science Elective

Social Studies 4

 World History (1)

 U.S. History (2)

 Government (1/2)

 Economics (1/2)

Physical Education 1

Health ½

Fine Arts ½

Computer Science 1

Foreign Language 1

Elective 4

Bible (credit per yr at JCA)1

Total Minimum 25 credits

**Advanced Diploma**

English 4

Math 4

 Geometry

 Algebra II

 Advanced Math

 Calculus

Science 4

 Physical Science

 Biology

 Chemistry

 Anatomy/Physiology/

 Dual Enrolled Science

Social Studies 4

 World History (1)

 U.S. History (2)

 Government (1/2)

 Economics (1/2)

Foreign Language 2

Computer Science 1

Physical Education 1

Health ½

Fine Arts ½

Elective 4

Bible(1 credit per yr at JCA)1

Total Minimum 26 credits

Jacksonville Christian Academy

2017-2018 School Calendar

August 7th-9th Teacher Inservice

August 8th Open House 5:00-7:00

August 10th First Day of School

September 4th Labor Day Holiday

October 16th-18th Fall Break

November 10th Veterans’ Day Holiday

November 21st Early Dismissal

November 22nd-24th Thanksgiving Holidays

December 19th Early Dismissal

December 20th- January 5th Christmas Holidays

January 5th Teacher Inservice

January 8th First Day of School Second Semester

January 15th Martin Luther King, Jr. Holiday

February 19th Presidents’ Day Holiday

March 23rd Teacher In-Service

March 26th- 30th Spring Break

April 2nd Easter Holiday

May 20th Baccalaureate

May 22nd Graduation

May 23rd Last Day for Student Make up Work

May 24th Report Card Pick up

May 25th Last Day for Teachers