

Jefferson Christian Academy Family School Guide



2016 – 2017

HISTORY OF THE SCHOOL

The vision for a Christian school in Giles County originated from Pastor Shahn Wilburn in 1993. RBC had developed strong youth programs, Children's Church, AWANA and Sunday School Ministries at this time. He wanted our children to see and hear about God in all aspects of education. Organizational meetings helped to discern a commitment toward Christian education. After much thought and prayer, Pastor Wilburn and Riverview Baptist Church decided to begin Jefferson Christian Academy in the fall of 1994. JCA opened its doors in August of 1994 with 24 students from kindergarten through fourth grade and three teachers. Today, we have 70+ students enrolled from kindergarten through 12 grade and 10 full-time teachers for the 2016-17 school year. Proverbs 22:6 states that we are to "train up a child in the way he should go."

The prevailing humanistic philosophy in society and government school was identified as an obstacle to acquiring an adequate, balanced education. Through definite steps of faith the goal of educating children in a Christian environment soon became a reality. From this beginning, and by the grace of God, Jefferson Christian Academy was formed in January 1994 as a ministry of RBC.

Our goal at JCA is two-fold. One is being able to offer a quality education, and two is to honor God in all we do.

JCA, a private, multi-denominational school in Ripplemead attracts students from across the two Virginias. Students come from as far as thirty-seven miles away to take advantage of our nurturing, supportive environment. The challenging curriculum has produced some entire grades in the ninetieth percentile on the national standardized tests.

The school is affiliated with the Old Dominion Association of Christian Schools (ODACS) headquarters in Richmond, Virginia. The association offers regional academic and sports competitions from which JCA has taken home many top honors. We have been blessed to have some students compete at the national level and come home with honors.

JCA offers a challenging curriculum, safe environment, dedicated teachers, parental involvement, high behavioral and academic standards, and above all a love for the Lord Jesus Christ. We firmly believe our school motto, "The fear of the Lord is the beginning of wisdom: a good understanding have all they that do his commandments: his praise endureth forever." Psalm 111:10.

STATEMENT OF FAITH

Convinced that the Bible is the complete, inspired Word of God, our sole authority for faith and practice, we affirm the following truths:

- We believe the Word of God is the foundation of all truth.
- We believe in the Triune God – God the Father, God the Son, and God the Holy Spirit.
- We believe in the virgin birth of Jesus Christ, the only begotten Son of God.
- We believe in His sinless life, His vicarious atonement for the sins of mankind by the shedding of His blood on the cross.
- We believe in His bodily resurrection from the dead and His imminent return to earth for His saints.
- We believe that God is the Creator and Sustainer of all things. We believe the Genesis account of creation in which the universe was made in six days of twenty-four hours each. We believe in the creation of man as a direct act of God.
- We believe that man, having rebelled and fallen from his blessed state with God, is morally and spiritually depraved. He is a sinner by birth and by choice. We believe in the salvation of men by faith alone in Jesus Christ.
- We believe in the saved going to a literal Heaven for eternity, and the unsaved going to a literal Hell for eternity.
- We believe our unity is found in the person of Jesus Christ who is “the way, the truth and the life” (John 14:6).
- We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of sexual immorality; including homosexuality, lesbianism, bisexuality, incest, fornication, adultery, and pornography are sinful perversions of God’s gift of sex. We believe that God disapproves of and forbids any attempt to alter one’s gender by surgery or appearance. We believe that God disapproves of transgenderism. (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).
- We believe that the only Biblical marriage is the joining of one natural man and one natural woman. We believe that a person’s gender is defined by the God-given biological gender at birth. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23)

IMMORAL BEHAVIOR

Physical Contact/Immorality

Behavior should be above reproach. In accordance with the ministry's statement of faith and in recognition of Biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct which includes immoral actions as well as advocating for sinful behavior. The following will not be tolerated in any form and will constitute grounds for expulsion: any actions or identifying statements advocating fornication, adultery, homosexuality, lesbianism, bisexuality, transgenderism, or pornography. (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).

Definition of "immoral act"

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 or homosexual act.

Nothing will be taught at Jefferson Christian Academy that in any way contradicts the express beliefs of Riverview Baptist Church.

MANAGEMENT

School Board

- **Membership** – The Board is composed of members from the host church as well as other churches in and around Giles County. Important characteristics of board members are educational philosophy, commitment, maturity, and evidence of Christian growth in their lives. The board is responsible for the overall philosophy, operations, policy, and finances of JCA.
- **Meetings** – The Board holds regular meetings on the 3rd Tuesday of each month, which any parent or concerned citizen is welcome to attend. Private meetings are sometimes held to discuss sensitive matters, such as personnel and discipline. An agenda for each meeting is usually available before the meeting. Contact the JCA school office.
- **Participation** – Any parent wishing to address the Board or place an item upon the agenda for discussion should send a written request to the chairman, or JCA office, detailing the issues to be discussed, at least four days prior to the meeting.

Administration – The day to day operations of the Elementary school are coordinated by the Jefferson Christian Academy School Board. An administrator, lead teacher, and director of development assist the School Board in carrying out these duties.

EDUCATIONAL PHILOSOPHY

Goals and Methods

- **Standard Course of Study** – The Jefferson Christian Academy curriculum exceeds the basic standard required by the State of Virginia for public schools, but it teaches all subjects from a Biblical perspective.
- **Basics** – Since all education must be built upon a solid foundation, we have established basic goals of intensive instruction in reading, writing, and mathematics.

Curriculum

- **Elementary and High School** – Teaching materials (textbooks, workbooks, audio and video tapes, and computer programs) have been selected so as to utilize the best materials available for each subject. Course materials are from firms such as A Beka, Bob Jones, Saxon, Alpha Omega, and Positive Action for Christ. All are recognized publishers of quality materials which have proven to be successful in Christian schools. Additional materials are used to build comprehensive skills and to fill in gaps in the standard course materials. Bible is taught in all grades and chapel services are conducted weekly.

Teachers

- **Qualification** – All teachers have been through an intensive selection process, including interviews by the personnel committee of the Board, and have been found to be qualified spiritually and academically. A number of specialist instructors are utilized, particularly in music, math, graphics, foreign language, science, and computers.

Affiliation – Jefferson Christian Academy is a member of the American Association of Christian Schools (AACCS) and ascribes to its Statement of Faith. AACCS is an organization of more than 3000 Christian schools and, through its Virginia affiliate, Old Dominion Association of Christian Schools (ODACS), we participate (fourth grade and above) in competitions, both athletic and academic.

ADMISSIONS

Family – At least one parent or guardian of each student should be a Christian actively involved in an evangelical church and willing and able to be actively involved in their child’s education (e.g. Christian training, sharing volunteer responsibilities, attending parent teacher conferences). Under special circumstances, the admissions committee may waive one or more of the above requirements if it believes it is in the best interest of both the child and the school.

Enrollment – Early enrollment of new students is encouraged in order to secure a place on our class rosters. The following is a schedule for registration:

February 1 – Returning students (including K4), as well as any siblings

February 15 through July 15 – Open to new students until classes are filled.

If a class is filled at the time of enrollment, the child will still be tested; openings may occur at any time, or sufficient students may be added to the waiting list to cause the beginning of a new class group. Registration after July 15 is subject to an additional charge.

Admission Policy

- Jefferson Christian Academy shall not discriminate against members, applicants, students, and others on the basis of race, color, or national or ethnic origin but retains the right, according to its beliefs and practices, to discriminate on the basis of religious practice contrary to the beliefs of Riverview Baptist Church and on the basis of sexual practice.
- We encourage all children in a family to be enrolled at JCA, but we do understand that JCA may not be for every child, particularly if that child has special needs which the school is not equipped to meet, or if attendance of all children is financially impossible.
- Applicant and parents must be in agreement with the JCA Statement of Faith, school philosophy, and policies and must sign a statement of agreement with them.
- Church attendance is important; the child and at least one parent should be regular in attendance.

Admission Procedure

- **Application of Enrollment** – A completed application must be submitted
- **Signed Statement of Support** – A statement of support of the doctrinal beliefs of Jefferson Christian Academy under the authority of Riverview Baptist Church must be signed and submitted by the parents/legal guardians of the student.

- **Minimum Age for Kindergarten (K5)** – An applicant for kindergarten should be five years old prior to September 30; only children who have been tested and are considered ready for the grade (s)he will be entering will be enrolled.
- **Testing and Placement** – All students are required to take an entrance test. Any prospective student who tests below a grade standard will be placed in the grade appropriate to the test scores. Exceptions to normal grade placement are made only after the Admissions Committee, with the concurrence of the Board, has thoroughly evaluated the circumstances and concluded that the exception would be in the best interest of the child and the school.
- **Interview** – After the entrance test is completed, an interview with both parents and child will be scheduled. The application information, entrance test and prior report cards will be discussed, as well as the following:
 - The child's attitude about entering a Christian school
 - Discipline or academic problems in a prior school or child care setting
 - Regular church attendance
 - Parents' participation in the Parent Teacher Fellowship

TESTING AND REPORTS

Standardized Testing – Comprehensive scholastic achievement tests are administered regularly to enable the teachers and parent(s) to identify the strengths and weaknesses of the student. These tests also enable the administration and faculty to determine areas for curriculum improvement. A school representative will review test results with parents upon request.

Reports to Parents

- **Interim Reports** – Every child will receive an interim report at the midpoint of the first quarter. A school-wide parent - teacher conference will be scheduled at that time. In subsequent quarters, interim reports will be sent, and individual parent-teacher conferences held as needed.
- **Grading Period Reports** – Report cards will be issued at the end of each quarter.
- **Final Reports** – Final report cards for the year will be mailed to the parents at the conclusion of the school year.

Grading

- **Components of Grades** – A grade in a course of study represents the teacher's best judgment of a student's academic achievement. A student's grade is made up of various components of course work including, but not

limited to classroom participation and preparation, projects, reports, homework, quizzes, tests and semester exams.

- **Grades:**

A+ 100 - 97	A 96 - 94	A- 93 - 90
B+ 89 - 87	B 86 - 83	B- 82 - 80
C+ 79 - 77	C 76 - 73	C- 72 - 70
D+ 69 - 67	D 66 - 63	D- 62 - 60
F - 59 and below I - Incomplete		
- **Effort Grades** – Effort grades (1,2, or 3) reflect the diligence, persistence, enthusiasm, interest level, and overall faithfulness of the student.
 - 1 = Strong Effort
 - 2 = Average Effort
 - 3 = Needs Improvement
- **Honor Roll** – Our desire is to encourage Biblical character development along with academic achievement. For first grade and above there are three honor rolls:
 - “A” Honor Roll (No grade lower than an “A-“)
 - “B” Honor Roll (No grade lower than a “B-“)
 - Honorable Mention (A “B” average with no grade lower than “C-“)
- **Promotion**
 - Elementary School – In general, students will not be promoted to the next grade unless they have exhibited ability to satisfactorily perform the work in the present grade. A non-passing grade in math or English (this includes reading and literature) will generally require either Summer School (or equivalent remedial work) plus complete testing before promotion, or retention in the present grade until the required performance level is reached.
 - High School – Promotion is based on having received a grade of at least a D or higher in all required courses of study.

Supplies – JCA provides all necessary texts and workbooks. The family supplies all other materials (pencils, scissors, rulers, etc.) required. Each grade has a supplies list tailored to the requirements of that grade. These lists will be made available to all parents during the summer. Students in first grade and above provide their own Bibles.

HOMEWORK

Homework at each grade level is a necessary part of the school program and an integral part of our educational philosophy. It provides vital reinforcement of classroom instruction and aids the student in developing self-discipline.

Recommended Homework Time (per day)

Kindergarten 15 minutes

Grades 1 – 2	30 minutes
Grades 3 – 6	30 minutes to 1 hour
Grades 7 – 12	1 hour or more

FINANCE

Tuition – JCA exerts every effort to keep the tuition as low as possible without compromising the quality of education offered. Before a student can begin classes, one of the standard tuition payment plans must be agreed upon or alternative written arrangements must be approved by the Board.

Curriculum/Book Fees - All book fees are due by July 1st or at enrollment. Books will not be distributed to students who have not paid their book fees.

Fees are as follows:

Kindergarten:	\$100
1st thru 8th:	\$150
9th thru 12th:	\$200

Tuition Agreements - At the beginning of each school year, a contractual letter will be sent to each parent/guardian with an itemized list of tuition and other charges, along with any scholarships/financial aid that the family is receiving. This letter will include the monthly payments for a 10-month payment cycle. The parent/guardian will need to sign the contract and return it to the school office. The secretary will provide the family with a copy of the signed contract.

Payment Plans – Tuition payments are expected in ten equal monthly payments. If paying monthly, the first payment is typically due the first of August, with each successive payment due on or before the first day of the remaining months. If a situation arises where parents are unable to make a full payment, they should contact the school immediately to discuss options. JCA will work with parents as much as possible on payment of tuition, but prompt payment is expected to allow for coverage of operating costs as they are incurred.

Payments – Parents may mail check payments to the school office, pay in person, or at the drop box located outside the school office. Checks should be made payable to Jefferson Christian Academy with a note on the check explaining what the payment covers. Cash payments may be made to the JCA office manager. Please make sure you receive a receipt for these. Do not send payments to school with students.

Late Payments – A \$50.00 late fee will be added if payment is not made by the due date. A further \$25 charge will be added for each successive month that each month's tuition remains unpaid. It is the responsibility of the parent to notify

the school if for any reason a scheduled payment cannot be made when due. In special circumstances the school board may postpone the fees.

Continued Delinquency – Unless special arrangements have been agreed to by the school board, a child will not be allowed to continue to attend classes if the account is not reconciled by year's end. If a student for any reason discontinues attendance at JCA, the school will hold all school records until any outstanding debts are paid.

Tuition Assistance – Parents receiving tuition aid from a third party are responsible to have the amount of that aid confirmed to the JCA office manager by the payer. JCA will then bill the payer for that portion of the tuition due. Parents are still responsible for making timely payments of their portion of the tuition.

Withdrawal – If it becomes necessary to withdraw a child from JCA, the parent should notify the school office **in writing** at least two weeks prior to the child's last day. Even though a child may have been absent from school prior to the date of withdrawal, tuition charges continue until notice of withdrawal is received by the school. The total amount of tuition due upon withdrawal from JCA during the school year will be calculated by adding the net cost of days attended to the current materials fee. If a student withdraws and there are any outstanding debts, JCA will hold all school records until these debts are paid.

Returned Checks – A \$20.00 fee is charged for checks returned by a bank for insufficient funds.

Lost or Damaged Property – The school charges the current cost of replacement for damaged or lost school property, including textbooks.

Student Cell Phone Possession/Use- Students may possess a cell phone during school hours, phone must be kept out of sight in their locker or backpack and turned off during school hours of operation. **Any violation of this policy will result in cell phone being taken by teacher and held till day's end. Teacher will return phone to parent with explanation as to why it was taken.**

SYCAMORE

Sycamore is Jefferson Christian Academy's school web based information system.

Sycamore can be accessed at the following URL:

<https://app.sycamoreeducation.com/index.php?schoolid=2732> .

Once enrolled, each family will be assigned the an initial, generic password, which they can use to login, change their password, and set up their account. In general, the Sycamore system is used to keep families informed of school happenings, student activities and assignments, student attendance and progress, and regular communication between parents and teachers.

TRANSPORTATION TO AND FROM SCHOOL

Car Pools – The school does not operate a transportation system; parents are responsible for the transportation of their children. The school will assist in the formation of car pools from various areas.

Changes in Transportation – For the protection of each child, the school must be informed of the normal mode of transport of each child. Changes must be communicated by the parent to the school secretary.

FOOD

Cafeteria – JCA does not have a cafeteria; therefore students should bring a packed lunch to school. However, there may be Special Lunch Days (see below) where a hot meal will be prepared at the school and provided to the students. These days will be communicated to the parents in advance.

Special Lunch Day – Each week students may sign up to purchase an optional meal supplied on Friday by a local health department approved business and served by volunteer parents. A parent volunteer will be needed for the Friday special lunch to be an option.

Parents Eating with Children – Parents are welcome to eat lunch with their child on any day; Parents attending the Friday special meal should notify the teacher on or before Wednesday.

DRESS CODE

The dress code is our endeavor to provide guidelines in dress that will not only place the student in an attitude of learning, but also will glorify the Lord (1 Cor. 10:31 “..whatsoever ye do, do all to the Glory of God.”). Since JCA recognizes that no dress code will satisfy the personal views of everyone, the overriding consideration in each instance will be to determine whether a questionable practice exceeds the limits of modesty, brings discredit to the school, or offends Christian standards of decency. The school may at any time disallow any article

of clothing or personal property which has a message, design, or style that does not conform to the philosophy of the school.

The following are prohibited at JCA:

- Clothing and accessories that contain vulgar, derogatory, violent or suggestive diagrams, pictures, slogans or words that may be interpreted as offensive and which cause, or are likely to cause, a disruption within the school environment.
- Tank tops, tube tops, mesh tops, sheer tops, halter, bare midriff tops, or tops with shoulder straps less than three inches wide (the width of an index card).
- Tops cannot have neck lines that are lower than the straight line from the top of underarms across to opposite underarm.
- Pants worn low on the hips so as to reveal underwear or skin. Clothing must cover undergarments at all times. Pants or jeans should not have any holes.
- Dresses, skirts, skorts, and shorts that are shorter than 2 inches above the knee cap.
- Head coverings of any kind.
- Sunglasses or permanently tinted dark glasses.
- Any unnatural hair coloring.

If there are any questions about the dress code, do not hesitate to call the school office.

ATTENDANCE AND TARDINESS

Attendance – It is expected that students be present each day school is in session. If a student is going to be absent, we ask that the office be notified by 9:00 a.m. We expect that parents will exercise judgment and not send children with contagious illnesses.

Leaving School – Student must be present for at least 4½ hours to be counted present for the entire day and at least 3 hours to be credited with ½ day attendance. A student missing more than 3½ hours will be counted absent for the entire day. Studies show that students get more out of the school day if unavoidable activities, such as doctor's visits, are scheduled near the end, rather than the beginning, of the school day.

Perfect Attendance – To earn a perfect attendance award a student must be counted present every day. One-half days are not held against the child's perfect attendance.

Tardiness – We stress the importance of arriving on time so class schedules are not interrupted. Students are tardy if they are not in their classrooms by 8:15 a.m. If a student is late arriving to school the parent must accompany the student to the school office and sign them in.

Unexcused tardiness for six times will be treated as 1 day's absence.

Absence – Regular attendance bears a strong correlation with academic success. JCA's policy encourages regular, punctual attendance.

- **Excused Absences** – The only acceptable reasons for absences are: verified illness of student, illness or death in student's immediate family, verified medical appointments, or limited pre-approved family vacations. All other absence is unexcused. Tests can be made up ONLY if the "Absentee Note" described below is received no later than three (3) school days after the last day of absence.
- **Unexcused Absences** – Any test missed cannot be made up and will receive a zero grade.
- **All Absences** – All homework is to be made up. Students have two days for each school day missed to complete make-up work with no loss of credit.
- **Absentee Notes** – Any absence requires a written, dated note of explanation signed by the parent. This note is due upon return to school. A note from a doctor is required for an illness which lasts for more than four (4) consecutive days.
- **Longer Absences** – Will NOT be excused UNLESS the student obtains tutorial help, or maintains contact with teachers and completes assignments in a timely fashion. In the event of extended illness, the school strongly suggests tutorial help in order that the student may keep pace with his peers.
- **Excessive Absences** - When a student reaches **6 absences** the administrator will contact the parents/guardian to discuss the attendance policy and discuss the student's absences. Upon **10 absences**, the student's parents/guardian will be required to meet with the administrator to discuss the student's attendance, or the parents/guardian may be asked to attend the next school board meeting to discuss the issue. Any student exceeding **20 absences**, excused or unexcused, will not be promoted to the next grade level.

CONDUCT AND EXPECTATIONS

Classroom Behavior – Each teacher expects the attention of each student when speaking or when there is class discussion. There will be times when students will be expected to work quietly and by themselves. There will also be times when the atmosphere is more relaxed and quiet talking will be allowed. The school atmosphere is not a rigid, disciplinary situation, but at all times, obedience and respect are expected.

Classroom Standards

- Students are required to have all materials needed to function properly in class.
- Students are not to loiter or play in the rest rooms.
- Students are to help maintain desks and all classroom materials and equipment.
- Chewing gum is not allowed on the school campus at any time.
- Without prior approval of the teacher, there are to be no audio or video reception, recording, or playback devices, cell phones, or games brought to school or on field trips.
- There is to be no profanity or vulgar language.
- Quiet “inside” voices should be used when inside a school building.
- Writing or passing notes, playing with irrelevant objects, and eating or drinking is not permitted during class.
- Internet access is provided for use by students and teachers for educational purposes. Students may access the internet only under the supervision of a teacher. Access to email accounts requires a written authorization from the parent.

Scripture Memorization – As part of our ongoing Bible study, students memorize scriptures that reinforce classroom Bible lessons. This helps the student to both develop discipline in the study of God’s Word and to obey the scriptural injunction to “hide the Word of God in our hearts.”

Flag Exercises – The American and Christian flags are permanently displayed in each classroom; flag exercises are conducted regularly.

Field Trips – Children (including siblings) not enrolled at JCA may not accompany volunteer parents on field trips with the exception of Fun Day/Field Day at the end of the year. ODACS rules govern the attendance of non-participants at State Competition.

DISCIPLINE

Academic and spiritual training of children within a Christian atmosphere is not possible without respect for authority from each student. Any child having continuing uncorrected problems with behavior and/or disrespect will be dismissed from school.

Minor Infringements – When minor infringements of expected conduct have taken place, the teacher will act to correct the situation. There is a difference between punishment and correction, and the latter is our intention.

Serious or Repeated Infringements – Continued minor infringements or something more serious (such as lying, cheating, fighting, disobedience, or showing disrespect for authority) will result in appropriate school discipline.

Punishment – Depending upon the situation, the teacher may (a) simply discuss the student's behavior with him/her, (b) verbally and strongly reprimand the student, (c) assign work to the student, (d) give an after-school detention, (e) contact the parents OR (f) with prior parental notice, apply corporal punishment in the form of paddling (paddling is employed because it is a disciplinary method sanctioned and supported by Scripture (Proverbs 13:24).) (g) place the student on probation, (h) suspend the student, (i) or – as a last resort – recommend to the Board that the student be expelled.

Probation – Gives a student an opportunity to correct his/her problems. Probation is generally for a period of six school weeks, at the end of which, if disciplinary problems have ceased, probation is terminated. If disciplinary problems continue, a student is subject to suspension or dismissal at any time during this probation.

Suspension – During suspension, a student does not attend school. The normal length of a suspension is three (3) to five (5) school days, but the exact length will be determined by the Administrator. A conference with students, parents and Administrator will be held before and after suspension. Student must hand in previously assigned work in order to receive credit. A suspension is treated as an unexcused absence in reference to class work; all tests and other work missed during the suspension cannot be made up and will receive a grade of zero.

Expulsion – The school reserves the right to remove from its rolls any student who, in the judgment of the school, does not conform either to the regulations governing student conduct or to the expressed principles, policies, and programs of the school. Examples of causes for dismissal are: continued willful disobedience, habitual profanity, possession of drugs, or willful defacement of school or personal property.

The School Board will immediately place child on suspension and notify parents of the reason for the proposed expulsion. Within three calendar days the Board (or its appointed subcommittee) will meet with the parents. Unless sufficient evidence not to expel is presented by the parents, the expulsion will be effective at the end of that meeting.

Recordkeeping – Disciplinary actions will be entered on the record of the child.

Conflict Resolution – Matthew 18 Principle – The objective of Jefferson Christian Academy is to exemplify biblical behavior, putting biblical principles into

practice. Unity between the management of the school, families, students, and other groups is desirable. By using the Matthew 18 principle and giving and listening only to good reports and following the pattern of Matthew 18, in the spirit of Galatians 6:1, unity and oneness can be developed in the school that will truly glorify our Lord and Savior Jesus Christ.

MEDICAL SERVICES AND MEDICATION

The school cannot administer to students any form of medication, including over-the-counter drugs (such as Tylenol), without a signed authorization (covering a specific time period only) from the parents or legal guardians. If your child receives a minor injury, the school will administer first aid. If we believe that further medical attention is necessary, we will contact you (or other designated person) immediately. If we administer medication, parents will be notified that day.

Medication will be administered by school staff ONLY under the following conditions:

- Medication must be prescribed for the student by a physician, and must be in the original prescription container stating dosage and time(s) to be given.
- Over-the-counter medications must be furnished by the parent in the original containers.
- Blanket authorizations, which leave the school staff the decision as to when or if medications should be administered, will not be accepted.

It is vital that parents notify the school office of changes in important information: for example a change of address or telephone number for either home or work, or a change in insurance carrier or family physician. This is critical information should there be an emergency concerning your child.

ACTIVITIES

Special Days – Parties are allowed on Missions Day and at Thanksgiving and Christmas. JCA does not observe Halloween in any form. Instead, during the month of October an emphasis is placed on missions. Each class will learn about a foreign country. The study will end with an activity appropriate to the area studied. To emphasize the true meaning of Christmas (the birth of Jesus), our Christmas celebration will be centered on Luke 2. There is also a special chapel at Easter.

Birthday Celebrations – Parents should contact the teacher at least one week in advance. Refreshments for the entire class should be brought to school in the morning and left for the teacher to distribute at the appropriate time.

Extracurricular Activities – JCA seeks to provide wholesome activities for development in a Christian environment. Advance permission must be obtained from the Board for extracurricular clubs or activities. Field trips, speakers, etc. must be approved by the Board. Sponsors of extracurricular activities must meet the criteria of a staff member: a growing Christian who models and clearly teaches God’s Truth, and who cooperates closely with the coordinators, teachers, parents and students. The dress code and school standards will be followed. All materials must be consistent with the Christ-centered teachings received at JCA, home and church.

TIMES OF OPERATION

Days – Because our school day is longer (8:15 a.m. to 3:15 p.m.), the standard school year is 173 days and normally begins one week before Labor Day. Parents will receive a yearly schedule which includes Christmas and Easter vacations, normal holidays, and such other days off as required.

Hours – The elementary assembly room opens at 7:30 a.m. The school day begins at 8:15 a.m. and ends at 3:15 p.m. All students go to their respective assembly areas immediately upon arrival on school property and may not leave without permission of the room supervisor.

Late Pick Ups – Any elementary school student not picked up by 3:30 p.m. will be transferred to the TLC after school program, for which a charge is required.

Snow Days – Closings and delays will be posted on WDBJ and WSLS and a text/email will be sent out via Sycamore. The School Board will determine how many days missed will need to be made up and notify parents during the spring term.

Visiting the School – When coming to school for any reason other than to pick up or drop off children, please come to the school office first. We welcome visitors at any time and you are especially invited to attend chapel. If you would like to visit a classroom during school hours, please call or come to the office and arrangements will be made for your visit. If you need to pick up your child prior to school dismissal, please call or send a note to the office. When you arrive, please come to the office for student sign-out and your child will be paged for you.

STUDENT GUIDELINES

JCA serves a broad spectrum of evangelical churches, among which are differences of opinion as to what practices are acceptable for Christians. A student at JCA is expected to exhibit the highest Christian standards of honesty, integrity, responsibility, and love toward fellow students.

JCA encourages students to be sensitive to the many principles of Christian living that are found in the Bible. The school also imposes certain specific guidelines for the conduct of students. Although such man-made regulations cannot improve our standing in Christ, they can strengthen the life and testimony of both the individual and the school. To this end, JCA requires its students to refrain from the use of illegal drugs, alcoholic beverages, tobacco, improper language, or any form of sexual immorality.

JCA expects students to conduct themselves in an orderly, courteous manner at all times, with prompt and respectful obedience to all school personnel. JCA insists on honesty, fair play, and sportsmanlike conduct under all conditions.

Cheating, lying, stealing, an ongoing negative attitude, or willful disobedience will not be tolerated. Students are expected not only to adhere to high standards, but to promote and encourage their peers to adhere to these also.

JCA believes athletic competitions complement its curriculum and are a great way to build character, discipline and demonstrate a Godly example to others. To ensure the focus stays on academics though, all students must have an overall C- average and no Fs in any class to participate in any sporting activity (team or individual); this includes cheerleading and ODACS competitions. An individual sport can choose to have a higher requirement, if the coach so chooses, but the C- standard will be the minimum across all sports. Please see the official JCA Athletic Academic Participation Policy for the full description of the guidelines.

Threats or Perceived Threats of Violence and Weapons Policy

Jefferson Christian Academy has a no tolerance policy involving threats or perceived threats of violence by students. Parents should understand that the school's first responsibility is the protection of all of its students. The school takes this responsibility very seriously.

Therefore, if a student brings a weapon to school, or to a school function, or has a weapon on his/her person, the school will immediately expel the student. Parents are advised that the school will contact local police or appropriate authorities, and will note in the student's permanent record that he/she was expelled for possession of a weapon on school premises or at a school function. Possession includes, but is not necessarily limited to, having a weapon in a locker, book bag, purse, or vehicle.

If the school determines that a threat of violence is credible and specific (directed toward particular students or staff), the administration will report the threat to the student and/or staff member threatened. The school also will report the threat to the appropriate authorities. Students making such threats will be expelled. For the purpose of this policy, credible means a reasonable threat or suspicion, determined at the sole discretion of school administration, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat. The student's permanent record will reflect the expulsion for making a threat of violence.

In those circumstances in which the school determines that the threat is likely not credible, the school will suspend the student pending a parent meeting. These include all cases in which the student was "just joking." If circumstances warrant, the school may conduct further investigation. The school will require students in this circumstance to obtain counseling, at family expense, from a Christian counselor or other professional agreeable to the school. No student will be permitted to continue enrollment in the school until the counselor advises the school that the student, in the counselor's opinion, does not present a threat or danger.

*A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; incendiary devices; mace and other propellants; stunguns; ammunition; poisons; chains;

arrows; incapacitation and audio alert devices; and objects that have been modified to serve as a weapon.

Drop off and Tardiness

Students who arrive before 8:10 will need to be dropped off at the Ruth building. Please drive in the upper front parking lot (closest to the gym) to drop your child/children off for school. Please do not park in this parking lot. Parents may park in lower parking lot (in front of the educational building) if they choose to walk their child/children into school.

After 8:10, parents will not be allowed to drop off their child/children. Parents will be responsible for walking them into the Educational Building and signing their child/children in the school office.

Pick up

We will dismiss students at 3:15 from the Educational building. Parents will form a line in the upper front parking lot to pick up their child. Please do not park in the upper parking lot. If you need to speak with a teacher, you may park in the lower parking lot and speak with them after 3:25. Parents picking students up before 3:15 are required to sign them out in the school office