



# JCA

JEFFERSON CHRISTIAN ACADEMY

EST. 1914

## **Student Handbook**

### **2022 - 2023**

## OUR HISTORY

Jefferson Christian Academy (JCA) is set in the Piney Woods of East Texas. Jefferson is a delightful and historic town located three hours east of Dallas and one-hour northwest of Shreveport, Louisiana. Caddo Lake and Lake o' the Pines are both within fifteen miles of the school, which makes sunset vespers at the lake a memorable experience.

Jefferson Christian Academy opened its doors in 1914 as a missionary enterprise of the Seventh-day Adventist Church. The visionaries who saw the need for Christian education in East Texas have been amply rewarded. Jefferson Christian Academy has produced many alumni that have served to the Glory of God around the world.



## OUR MISSION

In cooperation with the Holy Spirit, the Mission of Jefferson Christian Academy is to foster in our students an intimate relationship with Jesus Christ, as their foundation for service to God and Mankind in the temporal world of the present, and as their passport to wider service in the eternal world of the future.

This is accomplished through an integrated educational program that includes five distinct components:

- Spiritual / Ethical
- Mental / Intellectual
- Physical / Health
- Vocational / Work
- Social / Leadership

# OUR PHILOSOPHY

Jefferson Christian Academy seeks to provide a Christ-centered curriculum and program of activities utilizing the inspired counsel given to the church as well as appropriate secular theories in its implementation. Our philosophy is to teach the beliefs, ideals, and customs of the Seventh-day Adventist Church, as well as to lead its students to ascertain and accept, in practice and sentiment, the mind and will of God as revealed in His word.

This unique educational approach is based on the belief of harmonious development of the spiritual, mental, physical, and social elements within each student. The school seeks to develop an attitude of service in each student. This concept of community is stressed in order to develop well-rounded members of a global society, and above all else, loyal, conscientious, Christians. JCA, in cooperation with the home and the church, accepts as its basic evangelistic tasks the spiritual and secular education of its students.

# OUR VISION

The mission of JCA is to assist students spiritually, mentally, socially, and physically to mature into young adults who reflect the image of their Maker. Our goal is to prepare young people to be literate, informed, responsible, and productive members of a global society who believe in service to others here on this earth while preparing for Christ's soon return.

# OUR OBJECTIVES

## Spiritual

- To help the students achieve a philosophy for life, and acquire the attitudes, knowledge, and skills necessary for developing a mature Christian character that demonstrates such virtues as kindness, unselfishness, patience, integrity and loyalty to Bible doctrines.
- To provide an atmosphere in which prayer, worship, devotion, faith experience, and appreciation for the Word of God are natural and sought after.
- To use Christian principles in the development of their God given talents and to engage in voluntary participation and leadership in the public religious activities of the school.
- To encourage cooperation with fellow students in promoting the spiritual life of the school.

## Mental

- To provide a strong academic foundation that will prepare the student for college and/or vocational training with an emphasis on skill development and Christian work ethics.
- To encourage learning experiences that reflect Christian values. • To stimulate intellectual abilities, critical thinking, aesthetic values and talents, and a challenge for educational excellence. To develop the abilities of thinking independently and coping with the practical problems of life.

## Physical

- To direct and encourage students to learn and implement basic health standards.
- To teach students to enjoy wholesome outdoor recreation and daily physical activity.
- To encourage students to exercise temperance, moderation, adequate and regular rest, and proper cleanliness.
- To instill appreciation for the value and dignity of labor including punctuality, reliability, accuracy, thoroughness, and self-reliance.

## Social

- To teach students to manifest Christian attitudes of propriety, self-control, and self-discipline in all social relationships consistent with Biblical standards. • To encourage students to regard others as worthy of respect and consider others' points of view.
- To promote emotional maturity, social graces, a healthy cultural integration and the development of wholesome friendships.

## OUR TAGLINE

Building Character for Eternity



## YOUR COMMITMENT

Your attendance at Jefferson Christian Academy signifies your understanding that Jefferson Christian Academy is a Seventh-day Adventist institution that upholds SDA standards and that you intend to support academy philosophies and the community itself. As a student you pledge acceptance of and full cooperation with Jefferson Christian Academy policies as stated in the Student Handbook, the Residence Hall Handbook (if residing in the dorm) and as officially announced. Your behavior, both on and off campus, is expected to comply with and reflect the values of Jefferson Christian Academy.

## YOUR RIGHTS

As a student of Jefferson Christian Academy, you have the right to:

- an environment that is conducive to learning
- expect the academy to be a place of spiritual growth
- appropriate, affirming and respectful behavior in your interactions with other members of the academy community
- compete on a fair and equal basis for academic recognition

- an environment that promotes wellness and safety
- acceptable modes of public expression and communication

## ALERTS

All students and parents/guardians will be signed up to receive alerts via automated phone calls or via text messaging to their mobile phone (if mobile phone number has been provided). Alert categories include – Emergency, Administrative Announcements, Campus Ministries, Student Association and Student Services. Students living in the residence halls will also be signed up to receive Residence Hall alerts.

## CAMPUS LIFE AND SERVICES

### **BOOKSTORE**

The textbooks & Gradelink logins and most other required items for class are available through the administrative offices. Much of class content will be accessed through our online curriculum.

### **HEALTH SERVICES**

Health Services aids students who are ill and have minor injuries. The academy has a minimal stock of nonprescription medications and minor first aid supplies.

### **SICK LIST**

Dormitory students too ill to go to vocational or classes must personally report to their Dean at breakfast time. All those on sick list are expected to remain in their rooms until the following day. Failure to do so will result in unexcused absences for the day. If students become ill during the day they should report to their Dean. To be placed on sick list the following procedure must be followed:

- Students must notify their Dean by breakfast time.
- There must be visible evidence of illness, i.e. vomiting, fever, diarrhea etc.
- Food will be brought to the student during mealtimes.
- Students on sick list are room-bound for the next 24 hours or until released by a Dean.
- Deans are to notify the Attendance & Vocational coordinator once the student is confirmed on sick list.
- To promote recovery through rest no electronics will be accessed by the students while on sick list unless needed for study hall/homework.
- Classwork will be available for student to work on if they are well enough.

### **MEDICAL APPOINTMENTS**

Routine medical and dental appointments should be arranged while the student is at home during regularly scheduled leaves. Physicians and dentists in the Jefferson/Marshall area may be used for emergency medical and dental problems. All financial arrangements for these visits must be made by the parent before a student will be taken to any doctor, dentist, etc. (except in the case of a school accident). In addition, a transportation fee may be charged.

### **STUDENT ACCIDENT COVERAGE**

Registration fees include accident insurance which covers all accidents on our campus and school-related activities. Any charges that the accident insurance does not cover will be the responsibility of the parent or guardian. Accidents and emergencies should be reported immediately to the closest supervising adult. It is the student's responsibility to report the accident to the supervisor immediately. It is the supervisor's responsibility to file a claim with the registrar within 24 hours of any accident. The

Registrar's office will complete a claim form and mail it to the parent/guardian. It is the responsibility of the parent/guardian to finish the claim form and mail it to the insurance company in a timely manner. Failure to do so will result in the parent/guardian being held responsible for all medical costs.

### **MEDICAL CARE**

All medical charges the student incurs as a result of a non-school related accident is the responsibility of the parent or guardian and will be billed as such. This includes but is not limited to illness such as colds, allergies, etc. Any students with medications must have the details of the prescription on file with their respective Dean. Any students taking over the counter medications such as allergy medicine, etc. must notify the Dean or it will be confiscated.

Parents must make adequate financial arrangements with any doctor, dentist, and orthodontic, etc. offices before the scheduled appointment. Parents will be billed directly for doctor appointments, prescription costs and transportation for medical treatment. School insurance covers only accidents that occur on school property or during school activities.

### **SPIRITUAL DEVELOPMENT**

To encourage students to lead a life dedicated to Jesus Christ for lifelong discipleship; training students to be empowered as spiritual warriors in the world. The Campus Ministry resources and services are an essential part of assisting the students, staff and faculty to become responsible and sensitive to all people. To have a faith driven passion to leave a positive Christian impression and to have an active involvement in their community and the people around them.

It is our desire that they understand and adopt scripture based Seventh-day Adventist philosophy, objectives, and standards. Although religious affiliation is not a requirement for admission, all students are expected to abide by the policies and standards of the Academy as a Seventh-day Adventist institution whose definite purpose is the development of spiritual ideals.

Because it is believed that those who attend JCA do so for the purpose outlined in the mission statement of this bulletin, dormitory students are required to attend morning and evening dorm worship, vespers, Sabbath school, and church services, as well as various special religious services held throughout the year.

### **SABBATH OBSERVANCE**

“Remember the Sabbath day, to keep it holy. Six days you shall labor and do all your work, but the seventh day is the Sabbath of the LORD your God. In it you shall do no work... For in six days the LORD made the heavens and the earth, the sea, and all that is in them, and rested the seventh day. Therefore, the LORD blessed the Sabbath day and hallowed it.” ~ Exodus 20:8-11

The Sabbath is observed from sundown on Friday to sundown on Saturday. The sanctity of this day requires conduct characterized by dignity and reserve. Only that music which is appropriate to the Sabbath should be played or sung. Secular books and magazines should be laid aside, and the mind and conversation directed to themes suited to the spirit of the sacred day.

All dorm students are required to attend Sabbath School, church, chapel and vespers each week. Sabbath afternoon activities such as singing at local nursing homes, prayer walking, Bible studies, songfests, etc. may be scheduled. Those who make Christ first, last, and best in their lives receive the greatest blessings. Students are expected and encouraged to participate fully in the religious activities at JCA.

Daily worship, Friday evening vespers, Sabbath services and special religious services will be held throughout the year. Students are also encouraged to set a specific time each day for personal devotions.

## **WORSHIP BEHAVIOR**

Worship is a key part of JCA's program. Reverence is vital to worship. Reverence is an attitude of appreciation and respect for who God is and what He has done, and reverence is revealed in behavior and speech.

Talking, giggling, laughing, walking out of a service to get a drink or use the restroom, gum chewing, slumping in the seat, sleeping, note/letter writing, text messaging, improper dress, loitering in the halls or lobby during the service, etc., are all forms of disrespect to God. Behavior such as shouting, catcalling, whistling, etc. is inappropriate for worship and will NOT be tolerated. Students are expected to seek God's presence and His blessing in each worship service.

## **PROGRAMS AND MINISTRIES**

The following programs and ministries are those facilitated by the Campus Ministries Director:

- After glow
- Bible Study
- Friday Vespers
- Small Groups
- Literature Evangelism Outreach
- In Reach
- Prayer Meeting
- Sabbath School
- Short Term Missions
- Chapel
- Counseling
- Drama/Skits
- School & Student Ministries

## **TECHNOLOGY**

At JCA we have approved a two-pronged approach to ensuring appropriate use of campus technology resources—education and monitoring. Like any other tool, technology is to be used in harmony with SDA Christian standards. Students are provided Internet access for legitimate study and personal email. An Internet and Technology Resources Acceptable Use Policy form must be signed by both parent and student at registration. Violation of the terms of the agreement will result in disciplinary action.

Access is a privilege, not a right, and involves responsibility. Appropriate computer ethics mean that a student will NOT:

- Use computers to harm or interfere with someone. (this includes harming their reputation such as cyber bullying)
- Use the computer to steal or be dishonest
- Use or copy software/movies you do not own
- Use other people's computer resources/Hot spots
- Produce materials that have a negative social impact
- Visit prohibited websites or view inappropriate materials
- Exceed data usage of 3 gigabytes per month
- Students are not allowed to share mobile hot spots or routers of any kind

Students' personal laptops/tablets and phones must be registered with the IT department and have parental monitoring controls loaded and active. Unmonitored devices will be collected and returned to the parent/guardian. A laptop area is designated in the library and Student Center. Students are only allowed to use laptops in this area and in classrooms as directed by the instructor. (not in hallways, etc.)

Students are assigned JCA email accounts and are advised to check their accounts frequently. Teachers will use these emails for all correspondence with students related to school and class homework. Students are required to use school email for all school related work and communication. All emails are subject to search, monitoring, and terms of our technology policy.

## **ELECTRONICS**

### **Cell Phone Use**

Students should not borrow, share, or loan electronics at any time while on campus. Students are allowed the privilege of having cell phones, laptops, and cameras if they abide by the rules and guidelines. Game systems are not allowed.

Students personal electronic devices (except laptops for classes) are not be used or seen in the administration building or at religious services and will be subject to immediate confiscation. The student center is the only place inside the ad building where students may use their devices.

All cell phones (working or “broken”) will be registered with the Administration office when first brought onto campus. Phones/Electronic devices that are not registered will be confiscated immediately.

Cell phones are not to be used during the student’s scheduled classes, vocational hours or in the cafeteria. Cell phones are not appropriate during worship programs, and therefore are not allowed in chapel, church services, or vespers.

Inappropriate use of cell phones will result in immediate confiscation. Confiscated devices may be redeemed from the Business Manager at the end of the school day by paying a fine of \$5.00 for a first offense, \$10.00 for the second instance, and \$15.00 for the third. Devices confiscated a fourth time will be returned to the parents, and students may forfeit the privilege of having a phone for the remainder of the school year. Parents will be notified of each infraction.

On overnight school trips, phones will be collected in the evening by the trip supervisors prior to lights out. Students are not allowed to be checked out from the group by anyone except parents and this should be requested in advanced and approved by AdCom.

The appropriate place for cell phone use is outside of the Administration Building, cafeteria, or church/worship services.

Deans of the residence halls may implement further guidelines for cell phone use in the dorm.

### **Headphones/Earbuds**

In an effort to promote good social behavior and healthy interactions between students, JCA does not allow the use of headphones or earbuds, etc. on our campus. Students may use these only in their rooms and, at the discretion of the staff when on off campus trips (for instruction and safety one earbud only allowed at these times).



# ADMISSION/ELIGIBILITY

Jefferson Christian Academy, a Seventh-day Adventist self-supporting High School, welcomes all students, regardless of race, sex, religion or national origin, whose principles and interests are in harmony with the ideals and standards of the academy as expressed in its objectives and policies.

As a Seventh-day Adventist high school, JCA sees the development of students' spiritual ideals to be one of its distinct purposes. With that in mind, students who are irreligious, or who make light of religious matters, have atheistic tendencies, or do not come for the purpose of developing their spiritual qualities, should not apply for admission.

## **REGISTRATION** - All Students:

Students are expected to register on the day indicated and begin orientation for regular classes on the first day of school.

Those who must register more than two weeks late for either semester will only be permitted to carry a full vocational/class load at the discretion of the administration committee. Students who receive full credit for making up missed work will be expected to pay full tuition. Services may be limited for those enrolling late.

Previous balances for the Applicant, or Applicant's siblings, at JCA or any other schools, must be settled or satisfactory arrangements made before the student is permitted to enroll at JCA for the current school year.

## **REGULAR ACCEPTANCE**

In order to obtain admission to Jefferson Christian Academy, an applicant must be within the following guidelines:

- All incoming students will be registered as freshman and will participate as such until a transcript from their previous school is on file with the Registrar's office. If the student took any classes for high school credit during their 8th grade year, it is the parent's responsibility to make sure this transcript is also received by the registrar's office before registration.
- All transfer students must have an official high school transcript mailed directly from the previous school attended. Transcripts will not be accepted from a parent or student. It is the parent's responsibility to make sure a transcript is on file with the JCA registrar's office before registration.
- Transfer students are accepted from accredited or approved secondary schools with a minimum grade point average (GPA) of 2.0. Student who have failed a preceding year at their previous school will not be promoted upon transferring to JCA.
- Incoming students must have a good conduct record with no major discipline problems at a previous school. Students who have been dismissed from their previous school for disciplinary reasons will be considered on a case by case basis at the discretion of the Admissions Committee.
- In the event of limited space in a class, students who were enrolled the previous year will be given priority in acceptance. These will be followed by students whose siblings enrolled during the previous or current year. Then students will be accepted based on order of application, references, and completion of required paperwork.
- Any exceptions to any of the above admissions guidelines must be requested in writing to the Administrative Committee.

# FINANCIAL

Jefferson Christian Academy is a nonprofit institution which receives its primary support from student tuition and donations.

Although tuition is paid monthly, the operating costs of a school must be based upon an estimated enrollment. All students are admitted with the understanding that they will remain for the entire school year. Financial gifts to JCA are tax deductible and are greatly appreciated.

## FINANCIAL POLICY

Please read this policy carefully as financial and other penalties apply for noncompliance.

1. Your Monthly Statement of Account will be mailed to you at the address of record or hand delivered at school each month.
2. Full payment of your tuition account is due by the 5th day of each month in advance (for example, October tuition is due on the 5th of October). 10 monthly payments per year except for student accounts that qualify for financial aid (Worthy Student accounts). Worthy Student payments are based on 12 monthly payments as long as there is a balance on the account.
3. Accounts are LATE ON THE 15th OF THE Month. A \$15.00 penalty will be assessed for payments received as of the 15th of the month and 5% of the unpaid balance penalty will be added for payments received after the 1st of the following month.
4. Should your account become 30 days past due without communication, you will receive a letter (Business Manager will provide written notification) requesting payment in full and/or communication with the JCA Finance Committee to make satisfactory payment arrangements\*.
5. Should your account become 60 days past due without communication to make satisfactory payment arrangements\*, your student will be suspended from attending class and may be sent home until your account is paid in full, including all applicable late fees. The School Board Chairman and/or the Business Manager will communicate this action to the family/guardian.
6. Should your account become 75 days past due without communication to make satisfactory payment arrangements\*, your student's name will be dropped from the Student Roster of the Jefferson Christian Academy for non-payment of your account. At this point, your student is no longer considered a student of the Jefferson Christian Academy and is not eligible to attend classes.
7. If your student's name is dropped from the Student Roster of the Jefferson Christian Academy for non-payment of account, full payment of the delinquent account and re-registration procedures will apply in order to return his/her name to the Student Roster and be eligible to attend classes.
8. If your account is past due, your student's transcript and diploma will be withheld until the account is brought current.
9. \*It may be necessary for families to complete a Worthy Student application form in order to make satisfactory payment arrangements.

Financial aid may be available for those students who qualify. Students who are granted financial aid must maintain a minimum of a C+ average, have conduct in harmony with the guidelines set forth in the JCA Handbook and lastly, remain current with the twelve monthly tuition payments for their account. In the event any of these criteria are not met, the aid will be discontinued the month following the event. In order for the financial aid to be reinstated, the Parent/Guardian will need to make a formal request before the School Board and pay any delinquent amount, including late fees, at the time of the

request.

### **CONTRACTUAL AGREEMENT**

Parents who enroll their students at JCA have entered into a contractual agreement with the school and are expected to live up to their commitment. School records are the property of the school and will not be released until all obligations have been met.

### **DELINQUENT ACCOUNTS**

Unpaid accounts will be considered delinquent accounts after the 15<sup>th</sup> of each month. After 60 days the student may be sent home until satisfactory arrangements are made to the account to current status. An account charge of 5% of the unpaid balance may be added to the delinquent balance. Students may not be allowed to participate in class social activities unless their bill is paid and up to date. Returned checks will be assessed a fee of \$35.00.

### **DISCOUNTS**

There is a 5% discount on tuition, when the entire semester is paid in advance (cash or check). When two or more students from one family are enrolled, a 10% discount will be applied to the first student's tuition.

*NOTE: Discounts are for tuition only and do not apply to additional fees such as registration fees, dorm fees, etc.*

### **REFUNDS**

A refund of 50% will be given on entrance fees paid if a student withdraws from school within 14 days of registration (except for International Student fees). All entrance fees become nonrefundable after 14 days.

Students withdrawing after the refund period will have the flat monthly fee prorated. Any additional charge or refund will be reflected on their school bill.

## **TUITION, ROOM, BOARD AND FEES**

Jefferson Christian Academy endeavors to offer Christian education at the lowest possible cost. The academy has adopted a basic flat rate for all charges, which includes tuition, cafeteria, and dormitory. Basic charges & the registration fee are as follows:

<b>Yearly Fees</b>	<b>Dorm Students</b>	<b>Village Students</b>
Tuition	\$ 7,210	\$ 7,210
Room & Board	6,710	6,710
Entrance Fee	955	955
Total	\$14,875	\$ 7,940

\* The first 21 new students receive a \$2,000 scholarship applied over 10 months. See Friends of Jefferson Scholarship.

The following charges are due at registration:

	Dorm Students	Village Students
Registration Fee	\$ 955	\$ 955
Tuition	721	721
Room & Board	671	671
Total	\$2,347	\$1,451

\*Registration Fee does not include fees for some specific courses. Monthly Tuition, Room & Board Due on the 10th of each month:

	Dorm Students	Village Students
Tuition	\$ 721	\$ 721
Room & Board	671	671
Work/Vocation Cr.	TBD	TBD
Total	\$1,392	\$1,392

### **Senior Fees**

All seniors must pay a \$135.00 fee no later than January 6, as these items must be ordered early to ensure on-time delivery. The fee covers cap, gown, honor cords, diploma and covers only. Invitations, flowers etc. are not included.

### **Meal Tickets**

Village students may eat in the cafe at the rate of \$5.00 each meal. Fees will be added to the monthly statement.

*Note: When a student eats ANYTHING served in the Cafeteria, it is considered a meal and the appropriate charge will be processed.*

### **Refrigerator Fee**

Dorm students may have a small refrigerator in their rooms with permission from their Dean and the business manager. There is a \$7.00 per month fee for the added electricity cost of a high-draw appliance.

### **Additional Course Fees**

The following courses require additional materials and carry a supplemental fee for students enrolled in those classes.

Class	Fees
Reading	\$30 TBD
Chemistry	\$70
A & P	\$180
Physics	\$170
Biology	\$120
Env. Sci./Bio	\$120
ACT Prep	\$20
Art	\$75
Choir/Brass/Bells	\$100 TBD

Computer Applications	\$50
AG Vocational book fee	\$45 – 70 TBD

### **Student Bank**

Each student may keep money in the student bank in the Business Office. The Academy is not responsible for money left in the student’s room, lockers, backpacks, etc. Students are encouraged not to keep money in their room or on their person. Students wishing to cash large checks need to allow one banking day for this service. Checks must be made payable to the student or to cash.

Checks made payable to Jefferson Christian Academy cannot be cashed for the student. Sufficient money for transportation, clothes, and personal needs should be arranged between parents and students before the money is needed. JCA cannot advance money to students except in cases of extreme emergency.

## **FINANCIAL AID/WORTHY STUDENT**

Financial aid is granted to students based primarily on need. A copy of the Federal Income Tax Form 1040, 1040A, or other form filed for the most recent or prior tax year is required to verify the family income. All financial information is confidential. Funds are limited. Any student receiving any scholarship from JCA is required to maintain good grades. If the student falls onto the D, F & I list, or are involved in major discipline, some scholarships may be suspended until the grades are improved. The Worthy Student application form is available on the website.

## **SCHOLARSHIPS**

Jefferson Christian Academy endeavors to provide financial incentives and assistance to the students who demonstrate the need. We continually strive to provide a variety of means for assistance to meet the needs of our students. Scholarship opportunities are available to students based upon grade point average and overall academic standing. Please contact the office for an application and further details. Please note that not all scholarships are awarded each year.

### **Friends of Jefferson Scholarship**

JCA now offers a \$2,000.00 scholarship to the first 21 new students each year. The scholarship is applied as a \$200.00 deduction to the tuition bill for each month enrolled.

### **Jack Hiser Memorial Scholarship/Alumni Fund**

The JCA Alumni Association awards this scholarship each year during the annual alumni weekend. This scholarship is awarded the third weekend in April and is not available to seniors.

### **Conference-sponsored Summer Work Scholarship**

JCA will award a 40% matching scholarship (not to exceed \$1500) of the cash received from a Seventh-day Adventist youth camp or Conference-sponsored summer work program.

### **Academy Day Awards**

All students eighth grade and above, who attend the annual JCA Academy Days open house receive a \$2000.00 scholarship. In addition, based on academic competitions held during the event, scholarships ranging from \$100.00 to \$1,000.00 are awarded.

## VOCATIONAL PROGRAM

On-campus vocational opportunities: Maintenance, grounds, gardens, custodial services, cafeteria, monitoring, “Assist” mentoring, administrative offices, building skills and teachers’ aide. The Vocational coordinator will assign students to each department according to need.

Jefferson Christian Academy’s philosophy is that the vocational program is a vital part of the total Christian education. All students are required to be enrolled in a vocational program. Scholarships are applied to the student's account to help offset tuition and other charges.

### Vocational Program Policies

- Students are expected to meet their obligations.
- Reports of poor attendance and negative behavior will result in disciplinary action.
- A student may be removed from the program in the event of gross negligence and/or insubordination and will not receive the vocational scholarship funds.
- All students are expected to enroll in a vocational class. JCA endeavors to teach young people a good work ethic which will ensure their future success.
- Student class placement will be conducted by the vocational coordinator in conjunction with the teachers.
- Transfers between class assignments may be made during the school year if the vocational coordinator considers the transfer necessary.
- All student scholarships will be applied directly to the student’s account.
- Any credit balance due to vocational scholarships is non-refundable.

### Fundamental Regulations

Human rights, school rights, and student rights are obligations on this campus. Students are to refrain from infringing on the rights of others, whether those rights are dignity and respect, or time and quiet.

Experience has shown that there are certain practices that are not permitted in our school because they are contrary to state laws, insurance regulations, and the common ethical code, or are disruptive.

## DESTRUCTIVE BEHAVIOR

Students displaying destructive behavior such as (but not limited to) breaking items, hitting doors, etc. may be sent home immediately for psychological evaluation. Depending on the outcome of the evaluation, the student may be required to have ongoing counseling or not return to campus.

Students involved in any of these activities will be called before the Administrative Committee, which has the authority to discipline by fines, suspension, work detail, or recommendation for expulsion. Students are expected to follow the directions of any member of the faculty and respond in a Christian manner to correction at all times. Blatant and repeated violation of these standards may terminate a student’s stay at JCA.

No one has the right to:

- Use, possess, handle or furnish narcotics, drugs, alcohol, vaping or tobacco in any form, or any of the paraphernalia-associated with the above.
- Use profane language, indulge in lewd or suggestive conduct, possess or display obscene literature or pictures, visit inappropriate internet sites, send or receive inappropriate email.
- Engage in acts of dishonesty or deception, steal, protect violators of school rules, cheat on an examination or in any other phase of school life.
- Engage in gambling, betting, or making wagers.

- Destroy any school property or materials, vandalize or deface property of any kind, or enter or leave any school building by means other than the regular entrances.
- Engage in improper social conduct, or meet in a deliberately planned, secretive manner. Students are not allowed to be alone in a building or in any unsupervised place on campus.
- Disseminate and/or promote atheistic ideas or undermine Seventh-day Adventist beliefs and values by continuous criticism.
- Conspire to or participate in hazing or commit any act that endangers or injures, degrades, or disgraces themselves or others.
- Discriminate against others (to treat others as though they are not as good as you); impose on others (to force someone to do, to see, to hear something); or interfere with others (to make sound or movement that keeps others from hearing, seeing or concentrating or from participating in activities) or misrepresent to others (to make a false report about self or others).
- Make or possess keys for school buildings or equipment, break locks, doors, or windows to enter locked places, tampering with school lights, computer equipment, wiring, or emergency equipment (fire extinguishers, etc.).
- Leave campus or school functions without proper permission, sit in parked vehicles, or ride in unauthorized transportation.
- Undermine school regulations by continuous criticism or be disrespectful and insubordinate to faculty.
- Possess or use firearms (including air propelled), weapons (including knives), firecrackers, stun guns or incendiaries of any kind including matches, candles and lighters.
- Have audio and/or visual equipment, musical listening and/or storage devices, or any other electronic devices in their possession without specific permission. Confiscated items may not be returned.
- Possess or wear any item of jewelry, or any item worn as jewelry. Confiscated items may not be returned.
- Engage in anything dealing with the occult or supernatural (vampires, spells, sorcery, etc.) including, but not limited to, music, literature, games, fortune telling, role-playing games, symbols, paraphernalia, etc.
- Tamper with food supplies.
- Harassment/Bullying/Cyber Bullying of any kind.
- Bring or possess any media deemed inappropriate such as: books (including digital versions), magazines, CDs, DVDs, games, digital files of any kind, etc.
- Students wishing to leave campus for the weekend or home for a vacation leave must have written permission from the parent that is submitted in advance and approved through AdCom.

JCA administration reserves the right to search personal property, lockers, rooms, etc. at any time without prior notice. This includes student vehicles which are parked on campus. The student may not necessarily be involved in the process. However, at least two faculty or staff members will be present during searches at all times.

### **HONESTY**

Cheating is a form of dishonesty that will not be tolerated. Cheating may include but is not limited to:

- Copying homework
- Using notes of any kind without permission, communicating with another student through any means during quizzes or exams, or copying from another test paper
- Claiming papers from another student are your own
- Plagiarizing any printed or electronic material (using printed material without proper documentation)

The first incident of cheating will result in a zero on the assignment. The second incident will result in failure of the class.

## **WEAPONS**

Students are not allowed to possess or use a dangerous instrument or weapon on school property or at any school function or activity. Violations may result in:

- Confiscation of the instrument or weapon
- A hearing before the discipline committee
- Notification of authorities and parents
- Suspension from school for up to 2 weeks
- Possible expulsion

Examples of weapons not allowed include, but are not limited to:

Handguns or rifles (including air/gas propelled), crossbows, sling shots, throwing weaponry, fighting weaponry, knives of any kind, stun guns and ammunition of any kind. Illegal items will be turned over to the proper legal authorities.

## **EXPULSION & SUSPENSION**

Major infractions of school regulations may result in a student's suspension or expulsion from school. Each case will be evaluated on an individual basis and discipline may vary depending on circumstances. If a student is suspended or expelled a parent/guardian is required to pick them up within 24 hours of notification.

## **SELF DESTRUCTION BEHAVIOR**

Students displaying self-destructive behavior such as (but not limited to) cutting or scratching oneself may be sent home immediately for psychological evaluation. Depending on the outcome of the evaluation, the student may be required to have ongoing counseling or not return to campus.

## **THREATENING or ATTEMPTING SUICIDE**

Students that threaten to commit suicide (even if "joking") or attempt to commit suicide while enrolled at JCA will be sent home immediately for psychological evaluation. Depending on the outcome of the evaluation, the student may be required to have ongoing counseling or not return to campus.

# **GENERAL POLICIES**

## **VISITOR POLICY**

A visitor is defined as anyone who is not a student, faculty, staff member, or registered volunteer. To keep our students and faculty safe, we must follow these simple rules so we know who is on our campus at all times. We appreciate and thank you for your help with this procedure.

- All visitors must sign in at our front office or the dorm.

## **MAIL & PACKAGES**

Students receiving packages, must open them in the office in front of Administrative personnel to make sure that no item received is against the school policy.

All mail will be distributed through the Admin office. Mail will only be collected by authorized staff.

The street mailbox is off limits to students.



Students love to get mail from home! Mail should be addressed to the student as follows:

Jefferson Christian Academy  
(Student's Name)  
3060 FM 728  
Jefferson, TX 75657

## CAMPUS BOUNDARIES

THIS WILL BE DISCUSSED DURING ORIENTATION. The center of campus is open to students. This is the area between the Ad building and the girls dorm and the Church and the Cafeteria. Any area outside of this boundary is Not open to students to go to by themselves or with other students. Only under either direct supervision or with the Express Permission of a dean or administrative staff are students allowed beyond the above stated boundary. Students must receive permission to be outside of the center of campus. Staff will communicate with each other should a student receive such permission so all are aware.

## CAFETERIA

The JCA cafeteria serves a vegetarian and vegan diet using the freshest and finest supplies available. We will do our best to accommodate special dietary needs. Since food is sold at a flat rate, food cannot be taken from the cafeteria unless authorized by the Chef or Business Office.

### FOOD GUIDELINES

- No food or drink is allowed in the administration building other than the Student Center. Anything other than water in a clear plastic container will be immediately confiscated and NOT returned.
- No food is allowed in the gymnasium, except for scheduled events.
- No glass containers or bottles are allowed on the campus.
- Fast food or cooked meat is not allowed in any of the building on campus.
- Preparation of meat is not allowed on campus. No caffeinated drinks are to be brought on campus.

## GYMNASIUM RULES

- Students must wear appropriate attire as defined in the Dress Code.
- Appropriate tennis shoes must be worn when involved in activities.
- No eating or drinking anything other than water, unless there is a specific activity that involves eating or drinking.
- Students are not to be on the stage unless they are involved in a specific program.
- No skateboards, roller blades, or roller skates allowed in the gym.
- Students are not to touch the air conditioner controls unless directed to do so by a staff member.
- Students must display good sportsmanship always.

The gymnasium kitchen is available for authorized and supervised use. A \$100 refundable cleaning deposit is required by groups wishing to use the kitchen. This deposit will only be completely refunded after the kitchen passes an inspection for cleanliness and neatness; this includes all kitchen utensils and electrical equipment.

## LIBRARY POLICY

The JCA library is a quiet place to go for study. It is a good idea to become acquainted with the library and its materials. There are a few daily and weekly papers, monthly and annual periodicals, and books which can help keep students informed of world activities and make casual reading time more profitable. Students are not to be in the library when a faculty member is not present to supervise.

Books may be checked out from the library for designated periods. Failure to return them on time will result in a fine that must be paid in cash. All books must be returned, and fines paid before transcripts or diplomas will be issued.

## WEATHER/SNOW DAY/POWER OUTAGE

In case of a weather/snow day or a power outage students/parents will be contacted via automated call system, text or phone. If the power is on by 10:00 am school will begin at the next class period. If no electricity by that time, school will be closed for the day.

## MUSIC

Music and song are gifts from God, but they can also be used in ways that damage lives. I Corinthians 10:31 tells us "...whatever you do, do all to the glory of God." With that in mind, the following music guidelines apply.

Upon arrival on campus and checking into the dormitories, parents and students may go through all forms of recorded music (including digital files) and review it for compliance with the criteria listed below. Any and all music that falls into these groups will be returned home with the parent immediately:

- Music rated "Parental Advisory"
- Music containing inappropriate language
- Music promoting illicit sex or includes sexual overtones
- Music that promotes the occult, Satanism, or spiritualism
- Music focusing on depression, suicide, or extreme negativity
- Music that promotes violence, racism, bigotry, or encourages defiance as a philosophical approach to life

Music which has been edited to remove any of the content previously listed is still not acceptable as the message of the music has not changed. Music that is pornographic, immoral, or anti-Christian is automatically classified as inappropriate and will be confiscated and not returned.

Faculty reserve the right to review any music in question at any time. If you are uncertain about the appropriateness of certain music, ask before you bring it on campus! Secular music is not to be played during the Sabbath hours (sunset Friday to sunset Sabbath).

## MULTI-MEDIA POLICY

Movies, television shows, DVD's or downloads of any kind are not allowed on campus unless they are furnished by JCA or they are approved through AdCom. Anything not approved by JCA will be confiscated and any unapproved digital files will be deleted. To get a movie approved make a request in writing to AdCom.

## TOWN TRIPS

Students have the opportunity for trips to Wal-Mart, Brookshire's, Kroger, and other stores during regular school weekend trips. They are designed to allow students an opportunity to purchase necessary items such as, toothpaste, shampoo, etc. For personal trips there is a \$4 - \$8 charge depending on store distance.

In addition, twice each quarter there will be an extended town trip to Longview or to Shreveport Mall. Students whose behavior is inappropriate, who are under discipline, or on DF&I list will lose town privileges.

Students are not allowed to leave campus during the week for personal town trips. Weekend trips must be requested and approved through AdCom a week in advanced.

*Note: Faculty members are not obligated to take students to town.*

### **OFF CAMPUS TRIP POLICY**

All school rules apply on, all off campus trips (dress code, social behavior, etc.).

Students will not be allowed to stay off campus during overnight trips (Music Fest, etc.). Students may only be allowed to stay with parents (when previously arranged through AdCom) in the area and no other students can stay with them.

Non-students are not allowed to ride with JCA on off campus trips unless they are guests of the school.

A minimum of one faculty member will oversee each trip conducted by the school. When seating is arranged on bus trips, it will be the same for the trip out and the trip back. Seatbelt must be used at all times.

## NEW POLICIES OR POLICY CHANGE

Any announcement made by Administration is deemed the same as any policy listed in the handbook. Any announcement by Administration will be posted outside chapel for reference, to avoid confusion. Student Association has 10 days from the posting of the change to present to the Administration their concerns. A representative from the SA Officers must file a concern. Please see Grievance Procedure.

## DRESS CODE OVERVIEW

All JCA students are expected to be tastefully and appropriately dressed at all times. The clothing and personal appearance of students shall conform to a standard that is consistent with Christian principles of modesty and cleanliness. Students and parents understand that the faculty have the right to determine what shall be considered appropriate dress and will adhere to those decisions.

JCA reserves the right to confiscate any prohibited items of clothing. Confiscated items will be returned to parents at the next home leave. Students who persistently violate the dress code will be subject to discipline. Students not in dress code will be sent home or to the dorm and will receive an unexcused absence or tardy.

Students attending school sponsored trips are expected to adhere to the same standards of dress that apply on campus.

## **GENERAL CAMPUS ATTIRE & JEFFERSON ACADEMY SDA CHURCH ATTIRE\***

Students (both dorm and village) are expected and encouraged to show respect for God's presence by wearing their nicest clothing to church (including vespers) and at religious programs.

Ladies (both dorm and village) are expected to wear modest dresses, skirts that must have hemlines that touches the knee when standing with dress shoes. Gentlemen (both dorm and village) are to wear slacks with a tucked-in dress shirt, turtleneck, or sweater. Athletic shoes, flip flops and hats, are not acceptable.

1. Shirts should not show cleavage and are to be of long enough to cover the midriff. Spaghetti straps, and tube tops are not to be worn. Sleeveless tops can be worn if the shoulder strap is one inch or wider, no gaps that expose underwear and no bare backs are allowed.
2. Pants must be worn on the natural waist and should not sag. Belts are to be worn with pants that have belt loops. Leggings are not a substitute for modest pants or skirts. If the dress/skirt does not touch the knee it should not be worn.
3. Shorts may not be shorter than 2" above the knee when standing, must not be tight or form-fitting, and may not have hems that are cut or frayed.
4. Modest skirts or dresses must have hemlines that touches the knee when standing, must not be tight or form-fitting, and are not to be made of sheer or see-through material. Slits must be modest. We recommend that students adopt a life orientation that includes living a life under one (dress) code.
5. Make-up, including nail polish, eye shadow, eyelash extensions and lipstick, is to be kept minimal and tastefully applied. Only clear or natural colors are to be worn.
6. Clothing that advertises inappropriate music, alcohol, cigarettes, or drugs, or that has slogans or pictures that are not in harmony with Christian principles will not be worn. Clothing should be plain unless the content represents an Adventist institution or program. Grubbiness in appearance such as torn, frayed, dirty, or ill-kept clothing is not acceptable. Underwear should never be visible this includes bras and bra straps, thongs, lace undershirts and underwear. Wearing underwear as outerwear is not permitted.
7. Jewelry (or anything worn as jewelry) of any kind is not permitted on campus and will be immediately confiscated. A room key may be worn on a lanyard only. JCA does not accept responsibility for potentially adverse health problems resulting from piercings or tattoos.
8. Branding or intentional scratching and scarring or cutting are unacceptable and may be viewed as self-harm and will result in the student going home for medical evaluation. Writing, drawing, marking in any way on oneself or others is also unacceptable.
9. Any student who is found to have been pierced or tattooed (temporary or otherwise) while enrolled at JCA will be sent to the Administration office and may be given a 3-day home suspension.
10. Hairstyles that are an unnatural color or extreme hairstyles such as mohawks, shaved patterns or designs are not acceptable.

\*This applies to both dorm and village students.

In general, students may wear attire of their choosing in the dormitories, provided members of the opposite sex are not visiting and adequate coverage is provided. Pajamas, lounge/sleep wear, and slippers are not to be worn outside of the dormitories. Do-rags and bandannas are only appropriate outside of the dorm for sporting activities, when approved by the vocational supervisor and/or deans.

Girls' Dean must approve all banquet dresses for both village and dormitory ladies prior to the event.

### **ADMINISTRATION BUILDING ATTIRE**

Approved JCA polo shirts are required to be worn by all students and are available only through the school. Polo shirts are available in royal blue. Shirts may be worn under polos providing they do not hang out below the bottom of the polo shirt. Shirts must be JCA polo shirts.

Pants, walking shorts, and skirts must be solid black. No stripes, patterns, or other decorations are permitted. Shorts may not be shorter than 2” inches above knee. Clothing must be the correct size and not baggy or too tight.

Shoes Athletic or tennis shoes, crocs, boots, etc. are acceptable provided they have a closed toe and heel. Sandals and slippers are not acceptable.

Hats, sunglasses, sweatshirts (hoodies that do not zip from the top to bottom), sleepwear, or recreational clothing are not to be worn in the administration building. Blankets should not be worn in place of a jacket or sweater.

Hoods (jacket with hoods) are not to be worn on the head while in the administration building or on off campus trips.

On designated days, the dress code is modified to allow blue jeans either with the standard JCA polo, an acceptable t-shirt or button-up shirt (as defined under General Campus Attire). Torn or frayed jeans are not allowed. All other dress code provisions still apply.

### **CAFETERIA ATTIRE**

Students entering the cafeteria must be dressed according to general campus guidelines or better. Hats, lounge wear, and pajamas are not to be worn in the cafeteria. Cell phones are not to be used or seen in the cafeteria. Church attire is to be worn for Sabbath lunch.

Cafeteria students will follow additional guidelines as required by health code such as head coverings, gloves, close toe and heel shoes, etc.

### **RECREATION ATTIRE**

During recreation, students may wear tee shirts, sweaters, jackets, shorts, and jeans. Athletic tank tops and athletic wear such as jogging suits are permitted. Ladies athletic tank tops must have at least one-inch straps and no underwear showing. All clothing should fit properly and not be too loose or too tight. Students participating in games (basketball, volleyball, etc.) must wear athletic shoes.

Swimming attire should be a modest one-piece bathing suit. Ladies may only wear a two piece if covered with a dark colored T-Shirt. No bare midriffs. All swim wear should fit correctly and be properly secured. Every-day clothing worn as swim wear must not reveal underclothing when wet. Young ladies must wear modest shorts over swim wear at all times. Men should not swim without a T/shirt or tank top.

### **SPECIAL EVENTS**

Village and dorm students must have banquet dresses approved by the girl’s dean. Any nonstudent dates must be approved prior to the event by submitting a request from the student and permission from the student’s parent must be submitted in writing to the Administrative Committee for approval.

## GUIDELINES FOR SOCIAL CONDUCT

JCA is committed to help students develop healthy social relationships that follow the Biblical standards of Seventh Day Adventists. The friendships formed here can do much to make the school year joyful and successful.

Students are encouraged to form many friendships rather than one serious steady relationship. Public displays of affection by students are not appropriate on campus or while traveling on school sponsored activities. In order to help students, develop a balanced social life, the following guidelines apply:

- Students must remain in supervised areas at all times.
- Loitering in the halls of the Ad Building, around the gym, behind the cafeteria or dorms or any unsupervised areas is not permissible.
- The center of campus is the appropriate place for mixed groups during the daylight hours.
- Students sitting together on campus should be sitting upright without leaning on one another.
- While relaxing on the lawn or floor, students are expected to keep enough room between them so that another person can easily walk between them.
- The dorms of the opposite sex are always off limits (vacations included) unless both deans grant specific permission.
- Students returning from the gym or chapel areas in the evening should return directly to their respective residence halls or homes.
- When traveling on school sponsored activities during daylight hours, girls will be seated on one side of the bus aisle and boys on the other. At dusk, different genders will be seated at the front and the back of the bus.
- The elementary school grounds and playground are off limits.
- Public displays of affection are not allowed. JCA has a hands-off policy. A quick side hug is allowed outside of the Administration Building.
- To be put "On Social" means students are not allowed to communicate with each other for the allotted amount of time. Students cannot send messages to each other, other people, notes, etc. There should be no contact of any kind between these students. Dorm students lose phone and electronic device privileges while on social. Below is a list of a typical social: (subject to change based on level of infraction.)

1st offense = 3 days - 1 week depending on the case.

2nd offense = 2 weeks

3rd offense = Discipline Committee discretion

## STUDENT OF THE MONTH

Student of the month is a privilege at JCA. These students are chosen based on the following criteria:

- Positive Attitude
- At least a "C" average during the current school year.
- Good attendance – no unexcused absences
- No major discipline or suspensions

## STUDENT ASSOCIATION

All JCA students are members of the Student Association. The Student Association sponsors many social activities on campus. Officers are elected and/or appointed at the end of the school year for the next year.

### QUALIFICATIONS FOR STUDENT OFFICE

The Administrative Committee based on GPA, citizenship, attendance, and Christian lifestyle must approve candidates for any office. Students who meet the criteria listed below and who have been accepted back for the following year will be eligible to run for offices for the next school year.

Major offices include: Student Association and Class President, Religious Vice President, Social Vice President, and Yearbook Editor. Students may only hold one major office and two minor offices at a time. Minor offices include: Treasurer, Secretary, and Sergeant-at-Arms.

To qualify for an office, students must meet the following requirements:

- Demonstrate a Christian lifestyle that is in harmony with the philosophy and goals of JCA
- The previous semester students must have had a 2.0 grade point average or above to qualify for a S.A. Office.
- Maintain a satisfactory citizenship record, a good overall attitude, and show school spirit. (Anyone under major discipline or on academic probation in the quarter preceding elections is not eligible to hold office)
- Major Student Association officers must have attended JCA for nine weeks prior to elections and be able to register and be on campus one week prior to regular Fall Registration Day.

Once elected, students must maintain all of the above requirements or they will lose their offices.

### STUDENT REPRESENTATION

Any concerns or issues that students have should be submitted to Student Association President. The SA President will give a report to Administrative Committee at each meeting. They are the student representative to the faculty and non-voting member of the JCA School Board.

## CODE OF CONDUCT

Jefferson Christian Academy is committed to high academic, ethical and moral standards based on solid Christian values. The Christian values are founded on the Bible and the Seventh-day Adventist faith for the cultivation to the highest degree of perfection every faculty which God has bestowed upon the youth, so that they may be able to perform any good task to the best of their capabilities and be able to withstand the moral and ethical challenges of today's society in preparation for service to God and men.

This document provides an environment within which those values can be instilled and nurtured in our students. 'None can know what may be God's purpose in His discipline; but all may be certain that faithfulness in little things is the evidence of fitness for greater responsibilities'. Education, page 61.

### SECTION I

#### 1. Title

This document shall be known as the JCA Code of Conduct, herein after to be referred to as the 'code'. The code is composed of four sections. The core sections, sections II, III and IV, contain

three levels of misconduct and the appropriate rehabilitative disciplinary procedures to deal with the misconduct, a point based disciplinary schedule, and a grievance procedure.

2. Objectives → The code is intended to accomplish the following objectives.

- to make students aware of the conduct expected of them,
- to ensure that any breach of conduct is dealt with fairly, confidentially and consistently,
- to allow a rehabilitative process in the correction of misconduct,
- to ensure that students are not expelled from school, ‘unless human depravity and gross licentiousness make it necessary, that others shall not be corrupted’, Fundamentals of Christian Education, page 277.
- to ensure that misconduct is dealt with at the lowest level possible,
- to provide a channel through which students can freely say their grievances,
- to enable the supervisors to deal with misconduct and solve students’ grievances consistently, fairly, and expeditiously,
- to ensure transparency in dealing with cases of student misconduct and their grievances
- and to keep a record of the same for the benefit of all interested parties.

3. Scope → The terms of this code are intended for all students, staff and faculty of JCA.

- All students, whether living in the dorm or in the community, shall be dealt with in accordance with the provisions of this code while on school campus, off campus on supervised school activities or on school authorized town trips off campus during the semester.
- All faculty and staff shall administer discipline and attempt to resolve grievances in accordance with the provisions set in this code always. Consequently, they are required to set an example by conducting themselves in a manner above reproach, and above the standards set in this code.
- The terms of the code shall be binding to all students, faculty and staff unless otherwise amended.
- The code does not replace administrative rules and procedures set in the JCA Student Handbook or the JCA Dorm Handbooks, except where disciplinary procedures are inconsistent with this code, in which case the code takes precedence.

4. Interpretation and Authority

The discipline committee, chaired by the principal or his/her substitute, is responsible for the interpretation of the meaning and the spirit of the code, for any amendments of the code and reclassification of misconduct, and for monitoring its proper implementation.

The final authority on the dismissal of a student from school as a result of disciplinary action taken in accordance with the provisions of this code rests with the JCA Board. However, a student whose act of misconduct is leading towards termination may, at his/her discretion, and with parental guidance, withdraw from school to avoid eminent dismissal by the Board.

5. Interpretation of Terms → Consistent with the context of this code:

- ‘code’ means the JCA Code of Conduct with its contents.
- ‘supervisor’ means JCA full time, part time or temporary faculty or staff.
- ‘board’ means the JCA Board.
- ‘discipline committee’ means the JCA discipline committee.
- ‘discipline committee members’ include those chosen by the executive committee and or those chosen during in-service meetings.



- 'executive committee' means the principal, the registrar, the finance manager
- the girls' dean and the boys' dean (may include a teacher if none of these positions are non-teaching)]
- 'student' means any full time or part time dorm or village student, or any person attending school at JCA.
- 'grievance' any feeling of dissatisfaction or unfairness about the student's relationship with the school as a result of the implementation of procedures set in this code, or otherwise.
- 'misconduct' means undesirable behavior that warrants disciplinary action in accordance with the procedures set in this code.
- 'substitute' means anyone acting on behalf of the principal.
- 'rehabilitative process' means the inbuilt provision in the code that gives the student an opportunity to modify undesirable behavior.
- 'level' means the list of misconduct belonging to the same class and requiring disciplinary action of the same severity.
- 'H point' equals one hour of disciplinary service.
- 'D point' equals one eight-hour day of disciplinary service while a student is on disciplinary service suspension.
- 'disciplinary suspension' means disciplinary action determined by the discipline committee which results in the student earning a minimum of one point.
- 'disciplinary service' physical or manual work done on campus or off campus as may be determined by the discipline committee to satisfy the disciplinary suspension requirements.
- 'home suspension' means the final disciplinary action determined by the discipline committee which results in the student being sent home for final reformation.
- 'probation' means a period of time determined by the discipline committee to be long enough for a student to give sufficient evidence of behavioral reformation.
- 'dismissal' means action taken by the board based on the recommendation of the discipline committee to dismiss a student from school.
- 'board action' means any action taken by the board to approve or disapprove the recommendations of the discipline committee, and the alternative action the board may direct the committee to take.
- 'interested parties' means parents, or any individual or group who may need to refer to the records for the benefit of the student.
- 'parents' means biological parents, adoptive parents, or guardians recorded by the school as the legal custodians of a student.
- 'inquiry' an interrogation resulting in written statements of facts from the accused and or witnesses relating to the alleged misconduct.
- 'withdraw' means voluntary action taken by a student or parent to avoid eminent dismissal by the board.
- 'grievance' means any discontentment felt by a student in their relationship with JCA.
- 'grievance procedure' a deliberate attempt by JCA to resolve a student's grievance.
- 'private place/area' means an office, an empty room, or an open space away from other people but in the presence of a third person at the student's discretion if possible.
- 'inappropriate hugging' means hugging for more than three seconds.
- 'inappropriate touching' means anybody contact other than sitting side by side, or playing a supervised game.
- 'residential standards' include but are not limited to room cleaning and general residential cleanliness, observing lights out, not doing laundry and cooking in the kitchen during study and sleeping time, observing dorm worship rules, not playing outdoor games indoors, not sleeping in someone's room without permission, not loitering after lights out, other standards as may be determined by the residential deans.
- 'roughhousing' includes but is not limited to wrestling, pushing and shoving, horse playing, swatting, inappropriate hand signals, lying, sitting and piling up on each other.

- 'breaking and entering' means entering and or exiting through the window of any room or building, entering someone's room in their absence without permission.

## **SECTION II**

### **1. Levels of Misconduct and Disciplinary Procedures**

A supervisor may, at any time and at his/her discretion reprimand a student without following the procedures set below, and without record, provided that the ensuing misconduct does not negatively impact other students and its repercussions are not grievous.

A student who is not found guilty of misconduct at any time during the process of an inquiry into an allegation of misconduct shall be set free without any record of the allegation in his/her file.

In addition to or in substitution of penalties listed in these procedures, a teacher may, at his or her discretion, impose any penalty which is consistent with the specific objectives of the course of instruction, provided that such misconduct is of an academic nature relating to student behavior required to attend and to pass that course.

### **Level 1 – Minor Misconduct**

The following shall be considered to be minor misconduct in terms of this code:

- late attendance
- causing disruption or disturbance, or sleeping during class or worship session
- absenteeism from scheduled activities
- inappropriate hugging and/or touching or other public display of affection
- wearing inappropriate attire
- loitering in unsupervised areas
- using bad language
- failing to return directly to respective residence hall or home after evening gym or chapel activities
- littering
- not adhering to appropriate sitting arrangements while in the bus, at chapel, church or at any occasion during a school trip
- repeated failure to meet residential standards
- failure to observe sick list rules [automatically turns into (c) above]
- minor damage to, or loss of school property to the value of less than \$100
- failure to use assignment book
- pranks in any building with any substance not limited to water, ice, snow, toothpaste, cake, paint
- violating study hall rules
- misuse of electronic devices e.g. cell phones, MP3 players, computer and video games
- eating or bringing food into the Ad building or worship areas, and
- possessing and /or eating meat or drinking caffeinated tea, coffee or soda drinks on campus
- calling others crude names, gossiping and spreading unfounded rumors
- violation of internet policy
- unauthorized use of tools, machinery or office equipment

### **Procedure on Level 1 – Minor Misconduct**

If a supervisor suspects that a student has committed an act of minor misconduct, the supervisor shall immediately summon the student to a private place and make an inquiry into the alleged misconduct.

### **Alternative 1**

If the student immediately agrees to having committed minor misconduct and offers apology, the supervisor may give the student a verbal reprimand and warning against any further misconduct. The supervisor shall take note of the misconduct without putting any record in the student's file

Penalty – includes any or a combination of the following: 0 points, unrecorded reprimand and warning, reimburse cost of damage or loss

### **Alternative 2**

If the student first denies and requires prompting before admitting to having committed minor misconduct, the supervisor shall give the student a written reprimand and warning against future misconduct. The student shall sign the warning in acknowledgement. The supervisor shall ensure the warning is recorded in the students file within 24 hours from the conclusion of the case.

Penalty – includes any or a combination of the following: 2H points, written reprimand and warning, 1 week social for social misconduct, reimburse cost of damage or loss

### **Alternative 3**

If the student refuses to admit to having committed minor misconduct despite sufficient evidence to the contrary, the supervisor shall proceed in accordance with procedure on Level 2 – Serious misconduct.

### **Level 2 – Serious Misconduct**

The following acts shall be considered serious misconduct in terms of this code:

- being found guilty after refusing to admit to having committed minor misconduct,
- a repeat of minor misconduct,
- being convicted of more than two acts of minor misconduct within one week,
- lying,
- cursing,
- academic cheating and plagiarism
- leaving campus without permission, or failing to follow sign out procedures,
- meeting with opposite sex secretly or at unauthorized area,
- inappropriate social behavior,
- disrespecting authority
- possession of forbidden food and materials including but not limited to:
  - o television sets or a computer used as a television
  - o amplified instruments without special permission,
  - o electrical appliances such as heaters, hot plates, microwaves, electric irons with no automatic switch off, popcorn poppers, electrical coffee pots,
  - o inappropriate use of motorcycles and motor bikes, bicycles, skateboards, automobiles or anything on wheels
  - o unapproved martial arts equipment,
  - o undesirable reading materials such as pornographic magazines and books, or any literature containing sexually explicit material, violence, magic and witchcraft,
  - o spiritualistic materials and devices,
  - o immoral CDs, cassettes, pictures, posters, and clothing,
  - o unapproved video or computer games,
  - o any other items as may be announced by the school administration,
  - o unauthorized keys or picks,
  - o pets other than fish,

If in doubt of any item, please check with the dean or the administration.

- failure to turn in forbidden or other items (e.g. cell phones) as may be required
- removing official posters without permission
- destructive behavior or loss of school property to the value of more than \$100
- ironing outside designated area, and
- tampering with mail that belongs to another person or to the school

### **Procedure on Level 2 – Serious misconduct**

If a supervisor suspects that a student has committed serious misconduct, the supervisor shall immediately summon the student to a private area and make an inquiry into the alleged misconduct.

#### **Alternative 1**

If the student admits to having committed the misconduct, the supervisor shall give the student a serious written reprimand and warning against any future misconduct and shall require the student to sign in acknowledgement. The supervisor shall ensure that the warning is in the student's file within 24 hours after the conclusion of that case.

Penalty – includes any or a combination of the following: 4H points, a serious written reprimand and warning, permanent confiscation of forbidden item, reimburse cost of loss or damage, 1-2 weeks social

#### **Alternative 2**

If the student first denies, is not apologetic, argues, wastes time or requires prompting before admitting to having committed serious misconduct, the supervisor shall give the student a serious written reprimand and warning against future misconduct. The student shall sign the warning in acknowledgement. The supervisor shall ensure the warning is filed in the student's file within 24 hours from the conclusion of the case. A copy of the warning shall be sent to the student's parents.

Penalty – any or a combination of the following: 6H points, a serious written reprimand and warning, permanent confiscation of forbidden item, reimburse cost of loss or damage. 1-2 weeks social

#### **Alternative 3**

If the student refuses to admit to having committed the misconduct, and the supervisor has sufficient evidence to the contrary, the supervisor shall proceed in accordance with procedure on Schedule 3 – Major misconduct.

### **Level 3 – Major Misconduct**

The following shall be considered to be major misconduct in terms of this code:

- being found guilty after refusing to admit to serious misconduct
- being found guilty of more than one act of serious misconduct in one week
- a repeat of serious misconduct
- theft
- vandalism
- breaking and/or entering unauthorized area without permission
- fighting or assault
- fornication or being found in a suspicious place and/or position
- fraud or forgery
- entering and/or exiting a building through any outlet other than the designated entrances, except in an emergency
- using or being found in possession of firearms, explosives, night sticks, BB pellet guns, fireworks, lighters, or any dangerous weapons

- violating the fire code by lighting a fire, tampering with fire alarms or fire and safety equipment, or tampering with electrical equipment, wiring or creating an unauthorized all-night light, etc.
- insubordination
- threatening, cursing at or ridiculing a supervisor
- refusing to cooperate with an inquiry into misconduct
- refusing or failing to carry out a disciplinary action assignment
- sexual harassment
- hazing
- possessing or using illegal drugs, using tobacco in any form and drinking intoxicating beverages and similar substances
- an academic and/or behavioral record below JCA High School standard of performance,
- destructive behavior resulting in more than \$250 damage
- giving or selling prescribed medication to someone other than the person to whom it is prescribed, or taking prescribed medication that does not belong to you
- getting tattooed, pierced, belly buttoned while attending JCA, and
- being arrested and convicted of a criminal offense

### **Procedure on Level 3 – Major Misconduct**

If, without following the provisions of this procedure, a student pleads guilty of major misconduct, the discipline committee may, at any time, and at its discretion, impose an appropriate penalty, or ask a student to withdraw in consultation with the student's guardian, or make a recommendation for summary dismissal to the Board, provided that there is sufficient documented evidence, and that such action does not prejudice the outcome of an inquiry carried out in terms of this procedure.

In term of this procedure, if a supervisor suspects that a student is guilty of major misconduct the supervisor shall call the student to a private place and shall immediately call upon a member of the discipline committee to assist with the inquiry. The member of the discipline committee shall immediately suspend the student from his/her normal schedule. The student shall be confined to a designated area or room pending the inquiry and conclusion of his/her case.

### **Alternative 1**

If the student agrees to having committed the major misconduct, the member of the administrative committee shall submit the results of such inquiry to the administrative committee with a summary statement of the misconduct, the section of the code breached, place date and time of breach, and a recommendation of appropriate disciplinary action to be taken. This recommendation shall be submitted within 24 hours from the end of the inquiry.

Penalty – includes any or a combination of the following: 1-5D points, HS, final reprimand and warning, 2-3 weeks social, reimburse cost of loss or damage, probation.

### **Alternative 2**

If, during the inquiry, the student refuses to admit to having committed the major misconduct, or refuses to cooperate with the inquiry process, the committee member shall immediately make a statement of the alleged misconduct and submit it to the chairman of the committee for further action. The chairman shall, as soon as possible, attempt to make further inquiry into the alleged misconduct. If the student admits to having committed the misconduct, the chairman and the committee member shall submit a recommendation of disciplinary action for the approval of the discipline committee.

In both alternatives 1 and 2 a copy of the disciplinary action shall be sent to the student's parents.

Penalty – includes Alternative 1 penalty above plus home suspension (HS).

### **Alternative 3**

If the student refuses to admit to having committed the major misconduct following the procedure in alternative 2, the chairman shall convene a discipline committee meeting within 24 hours. If after its investigation and inquiry the committee finds the student guilty of the alleged misconduct, the committee shall take appropriate disciplinary action which may include asking the student to withdraw in consultation with the student's parents, or make a recommendation for dismissal for consideration by the board.

Penalty – withdrawal or summary dismissal

## **SECTION III**

### **DISCIPLINARY SCHEDULE**

Disciplinary action shall be based on a point system. The relationship between the points and the severity of the disciplinary action is positive.

#### 1. Disciplinary Points - Minor and Serious Misconduct

- In this schedule, an H point represents one hour of work assignment for minor and serious misconduct. H points range from 0 to 2 hours for minor misconduct and 4 to 6 hours for serious misconduct. The work assignments for minor and serious misconduct may be done during the week during the student's free period at the discretion of the designated supervisor.

#### 2. Disciplinary Points - Major Misconduct

- A student who has been found guilty of major misconduct may be put on disciplinary service suspension or home suspension at the discretion of the discipline committee.

##### a) Disciplinary Service Suspension

A student who has been put on disciplinary service suspension shall be required to do disciplinary work commensurate with the number of points determined to be sufficient penalty for the major misconduct.

In this schedule, a D point represents 8 hours of disciplinary service. There will be a maximum of 5D points. 5D points of disciplinary service shall be worked during normal school days, and a special work schedule will be assigned. One D point may be worked on a Sunday only at the discretion and convenience of the supervisor. The student on disciplinary service shall be responsible for catching up with all schoolwork lost during the hours of disciplinary service work. Such catch up shall be scheduled for two hours every evening during detention and regular study hall time.

##### (b) Home Suspension (HS)

A combination of 5D points and one-week home suspension is the final disciplinary action that may be taken before a student is asked to withdraw, or before recommendation to expel a student from school can be made to the board. A student on home suspension shall be required to bring back to the school a report of appropriate counseling or some other tangible proof that they will be capable of maintaining the behavior required for the duration of their stay at JCA. Upon return to school from home, the student shall be required to complete a week of disciplinary suspension (5D points). The student shall also be responsible for making up any schoolwork lost during suspension.

## Points Schedule

The following table shall apply:

Level of Misconduct	Type of Misconduct	Alternative Action	Points
1	Minor	1	0H
		2	2H
2	Serious	1	4H
		2	6H
3	Major	1	1D-5D
		2	1D-5D +HS
		3	dismiss/withdraw

### 3. Forfeitures

In addition to satisfying the requirements of the points schedule

- a) a student found guilty of major misconduct shall automatically lose all class and school offices.
- b) a student found guilty of any misconduct involving forbidden items shall have those things confiscated permanently at the discretion of the supervisor or discipline committee.
- c) in the event that a game does not have its own code of conduct which deals with students on major discipline, each point under major discipline equals loss of one game.
- d) a student found guilty of any loss or damage to school property shall reimburse the school up to the cost of recovering such loss or damage.

### 4. Behavioral and Academic Probation

A student who is found guilty of major misconduct shall be put on behavioral and/or academic probation for the remainder of the semester, or for such a period deemed appropriate by the discipline committee.

If the student is found guilty of any major misconduct during the period of probation, that student shall be subject to summary dismissal. If, however, the student successfully completes the period of probation, that student shall be free to start a clean behavioral and/or academic record.

## **GRIEVANCE PROCEDURE**

Students may have grievances arising from aspects of social, residential or academic aspects of life at JCA. All students should feel free to present their grievances without fear of reprisal.

A student or a group of students may, at any time, present a verbal grievance to their supervisor. The supervisor shall immediately attempt to resolve the grievance verbally without following the procedure of this code.

### **1. Stage One Grievance Resolution**

If a student is not satisfied with a verbal resolution of a grievance by his/her supervisor, the student shall, with the assistance of the student's SA representative, put the grievance in writing. The student shall present the written grievance to the supervisor. The supervisor shall make the necessary

investigations and consultations and attempt to resolve the grievance in writing.

If the supervisor is the source of the grievance, the student may, with the assistance of a SA representative, present the grievance to a member of the administrative committee. The administrative committee shall investigate and attempt to resolve the grievance in writing. If the student is satisfied with the resolution, the case will be considered closed and a copy of the resolution will be filed in the student's file.

## **2. Stage Two Grievance Resolution**

If the student is not satisfied with the resolution, the administrative committee shall present the grievance with a recommendation to resolve such grievance to the chairman of the committee within 24 hours. Upon receiving the grievance and recommendation, the chairman shall attempt to resolve the grievance or solicit the consensus of the committee. The resolution of the chairman shall be final and shall be communicated immediately upon reaching such a resolution and given to the student in writing as soon as possible. The resolution shall be kept in the student's file.

If the student is not satisfied, the student may, with SA assistance, make an appeal to the board.

*'The fear of the Lord lies at the foundation of all true greatness. Integrity, unswerving integrity is the principle that [all JCA students] need to carry with [them] into all the relations of life... into [their]... school-life... boardinghouse... into all [their] pursuits'. FUNDAMENTALS OF CHRISTIAN EDUCATION, PAGE 82.*

## **CLASS REPRESENTATION**

Freshmen, Sophomore, Junior, and Senior class officers are chosen in the first few weeks of school. These classes meet periodically to plan various activities and projects and to conduct class business.

## **SENIOR CLASS TRIP**

Any Senior who does not attend the Senior class trip will not be refunded if they paid for the trip ahead of time. If the student does not want to, or cannot attend the trip, they must submit the request in writing to the Administrative Committee at least two (2) months prior to the trip. If approved the student must remain on campus and attend all classes/activities. If any cost is incurred by the Senior class because of the student not attending, the student must pay for it. There will be no refunds of class dues, etc. Students wishing to participate in the trip must have all classes completed and have made satisfactory arrangements with the JCA Business office.

## **PUBLICATIONS**

The Yearbook Editor is selected at the end of each previous school year. A list of qualifications for becoming a member of the yearbook staff may be obtained from the yearbook office. The purchase price of one yearbook per student is included in the registration fee.

## **DORMITORY LIFE**

The chief purpose of dormitory living is to develop self-reliance and self-control. Dormitory life is fun. You meet all kinds of people and learn to get along with them. Students should be conscious of the complexity of personalities in a home of many individuals and should go the extra mile in doing their part toward the operation of the dormitory. All JCA non-village students are to reside in the dormitory. See Dorm Handbook for guidelines.



## **PERSONAL BELONGINGS**

Students are responsible for any belongings brought to the Academy. JCA is not liable for any loss or damage. Students are urged not to borrow or lend clothes or other personal items. This is how things often get ruined or presumed stolen. Label all clothing and belongings. Clothing left unattended in the laundry rooms or elsewhere will be given to charity after a period of time if not clearly marked. Washers and dryers are provided to dormitory students, but students need to provide detergent. Students are responsible for keeping their dorm rooms locked in order to help prevent lost items.

## **WHAT TO BRING**

- Pillow, pillowcases, twin mattress protector pad, sheets, blankets, and bedspread
- Towels, washcloths, and bathing accessories
- Dress and school clothes, work and hiking clothes, clothes hangers
- Tennis shoes, hiking boots, dress shoes, etc.
- Laundry detergent, basket, etc.
- Bible, (dictionary, thesaurus, E.G. White or other reference materials if possible)
- Battery alarm clocks (tardies and absences for power outages are not excused)
- School supplies (see School Supplies List on the website)
- Sleeping bag and flashlight
- Laptop computer

## **OPTIONAL ITEMS**

- Musical instruments
- Small first aid kit and sewing kit with scissors
- Study lamp and Rug
- Sports equipment
- Wastebasket
- Rain gear

## **WHAT NOT TO BRING**

- Television sets, movies, TV shows, game systems and DVDs (including digital files). Any inappropriate file on your computer will be deleted by the Dean or Administration
- Amplified instruments without permission of administration
- Weapons of any kind, knives, firearms, night sticks, stun guns, BB or pellet guns and ammunition (see weapons policy)
- Fireworks, cigarette lighters, vaping devices, candles/incense, matches or anything with an open flame
- Electrical appliances (heaters, hot plates, microwaves, or any other electrical appliance that would be against fire codes)
- Motorcycles or motor bikes
- Martial arts equipment
- Inappropriate reading material such as but not limited to anything dealing with occult, fictional romance, excessive violence, bad language, fiction etc.
- Spiritualistic devices (i.e. tarot cards, Ouija board)
- Music, images, or clothing not in keeping with Biblical principles and school standards
- Unapproved computer and/or video games of any kind
- Pets other than fish
- Tools of any kind. Tools are supplied as needed through the deans and the JCA vocational programming.
- Rollerblades, skateboards and deck cards

## DORM ROOM DÉCOR

An attractive room will reflect an attractive personality. The following guidelines apply to both dorms.

- Room decor will be in keeping with SDA standards. The following items are not allowed: offensive posters, caffeinated or alcoholic beverages, tobacco, drugs, or industrial signage
- Nails, paint, glue, tacks, etc. are not to be used on walls or furniture. Pictures and other room decorations are to be hung with approved materials (see dorm handbook)
- Only approved lighting is permitted in rooms

## DORM KITCHENS

The dorms are provided with a kitchen complete with stove, refrigerator, and microwave. It is for student use at times designated by the Dean. It is not designed to replace cafeteria meals. Students using the kitchen must keep it clean and empty the trash. A vegetarian diet is encouraged on our campus. Meat and preparation of meat is not allowed in the dorm kitchens or in the cafeteria. Violators of rules will lose kitchen privileges. The dorm kitchen is not for village student use.

## DORM LEAVE PROCEDURES

When a student plans to leave campus overnight and will miss any required appointments (class, vocational, dorm chapel, dorm study hall, vespers, church, week of prayer meetings, school assembly, class, on and off campus group performances, etc.) he/she must:

- Complete and submit Campus Leave Request Form no later than noon on Monday a week to 5 days prior to departure date to the Dean.
- Students will not be permitted to leave campus without their parents and Deans/AdCom permission.
- Parents are requested to contact the Dean immediately if a student's return is delayed.
- Students must sign out at the dormitory front desk each time they leave campus and sign back in when they return.
- Any student wishing to leave campus overnight with parents other than his or her own must fill out a leave request form at least one week before the scheduled trip. Parents and deans/AdCom must approve all trips.
- Older siblings may not take students off campus unless arrangements have been made with the Dean in advance, it is for transportation home at a designated vacation/home leave and, permission has been granted by the parent and the Dean/AdCom.
- Dorm students must inform their Dean any time they leave the immediate campus for any reason. Any student not cleared through their Dean is subject to major discipline.
- Students may leave campus for weekend day trips with the permission of their Dean and parents with faculty members, someone on the parent approved list, driving own vehicle to go directly home.
- Dorm students are never permitted to ride in another student's vehicle or with drivers under 21 years old.

Special leave requests may be sent to administration. We reserve the right to deny any campus leave even though all permits are in order when, in the judgment of the school, circumstances indicate that such leave might be detrimental to the student. We solicit cooperation with the deans in making proper arrangements if parents wish to take students off campus.

## HOME LEAVES & VACATIONS

Parents are responsible to provide 2 weeks advance notice via email and make all arrangements and for all tickets and transportation for students leaving campus for home leave or vacations.

- Vacations begin when all class and vocational appointments are met.
- Students are not permitted to leave until after their classes and vocational assignments are completed.
- At home leaves and vacations, students are expected to contact the respective deans to check out before leaving the campus.
- All students are required to check back into the dorm no later than 9pm the night before classes resume. Late arrivals will be fined \$50.
- Any classes or vocational assignments missed due to leaving early or returning late will be unexcused and the student may not be allowed to make up any work or tests (including final exams) that are missed.
- Transportation fees will be applicable for trips to bus, train, plane, etc. If transportation type is delayed more than 30 minutes an extended supervision fee will apply.

*NOTE: Leaving early or returning late can seriously affect students' grades.*

## OPEN & CLOSED WEEKENDS

Weekends on which there are no special programs or events taking place are 'Open' to students who wish to spend the weekend away from campus (see the dorm handbook for appropriate procedures). Parents are responsible to provide 2 weeks advance notice via email.

Closed weekends will be posted on the school calendar located on the website. Dorm students are required to stay on campus for special events and programs, Village students are encouraged to attend ALL meetings, church services or events as they are announced.

Weekends on which a student has a class or extra-curricular obligation is automatically closed for that student. Example: if the choir is performing for church, that weekend is closed only for choir members.

Permission will not be granted for students to PERMISSION WILL NOT BE GRANTED FOR STUDENTS TO SIGN OUT OF THE DORMS DURING A CLOSED WEEKEND UNLESS THE STUDENT'S PARENTS OR GUARDIANS SIGN THEM OUT.

## CAMPUS GUESTS

Guests are welcome on our campus and are requested to cooperate in maintaining the regularity of the student's program and proper Sabbath observance. Guests staying in the dormitories must make prior arrangements with the deans.

It is requested that male visitors to the Girls Dorm and Female visitors to the Boys Dorm should always make arrangements with the Dean before each visit. This includes parents and members of the immediate family.

## STUDENT VEHICLE POLICY

Students who would like to bring vehicles on campus must follow these policies:

- Dorm students are never allowed to have other students in their vehicles. Village students are not allowed to have dorm students in their vehicles.
- Dorm Students must provide a copy of proof of insurance and a valid Driver's License on file with the registrar.
- Have a Student Vehicle form on file in the Registrar's office.
- Dorm: Use vehicles only for transportation between school and the student's home and back.
- If the vehicle is used without authorization or in a careless or irresponsible manner, the student will forfeit the privilege of having it on campus and may receive further discipline as deemed appropriate.
- Students are not allowed to "hang around" any vehicles or leave personal belongings in them.
- Dorm students should park their cars at their respective dorms. When parked, dorm students must remove any personal belongings.
- Village students are required to park in the Ad Building parking lot facing the church.
- Four wheelers and motorcycles must be parked in the Ad Building parking lot. They are not allowed on campus.
- Any vehicle repairs will be allowed at the discretion of the dean.

### VILLAGE STUDENTS

Students living with their parents, grandparents or guardian within reasonable driving distance may register to attend as non-resident (village) students. They are invited and encouraged to participate in all Academy activities. All school policies apply to village students. The following policies apply:

- Village students are discouraged from staying overnight in the dorms except in case of emergency or school functions. Arrangements must be made with the respective Dean in advance for overnight stays in the dorm. A charge per night may be made.
- Village students are not allowed to visit the dorm without permission of the dean and/ or signing in and out.
- Village students are encouraged to attend weekend services at the academy. When present on campus they must participate in services and scheduled activities.
- Village students are to comply with all dress code and campus policies that apply to dorm students.

The privilege of being a village student (residing outside the dormitory) is granted only to those who live with their parent(s), grandparent(s) or guardian. Any non-village students wishing to reside with a relative outside of the dorm must submit a written request to the JCA board at least one month prior to registration.

## ACADEMIC INFORMATION

### COURSE LOAD

A full course load is eight credits per year. Students desiring to register for more than nine credits must petition the academics committee and may be charged additional fees. Should the request be granted, the student must maintain a satisfactory scholastic average. A minimum of four academic classes must be taken each school year. We are committed to the standard 180 day school year.

### ACADEMIC GUIDELINES

All students, regardless of academic status, are required to attend supervised study hall in the dorm. In order to help students achieve higher academic standards, these guidelines have been established

for students who receive a D or an F in a marking period:

- Extra-curricular activities such as participating in or attending basketball games, town trips, dorm activities etc. will be restricted.
- All electronic devices will be restricted until grades improve

Students who fail to bring up their grades during the next nine week marking period will be placed on academic probation. This probation period is designed to be a time of observation and encouragement. Students who are placed on academic probation with a GPA of 2.0 or lower (D, F & I List) and or one or more failed subjects may be limited in their class load for the following semester. They will lose recreation and electronic device privileges until their grades are at a 70% or higher.

Jefferson Christian Academy provides a regular high school academic program that is designed for those students who are able to perform at a standard level or above and reserves the right to ask non-performing students to withdraw. Students who need remedial help may be moved to a certificate of attendance program. Parents will be required to sign this agreement.

### **D,F & I LIST**

Students on D, F & I list will not be allowed to participate in social activities or off campus trips, will lose recreation and electronic device privileges and may be placed on social with others students a deem necessary until he/she is off D, F & I list. This includes but is not limited to Wal Mart, Six Flags, Community Service Trips, and Athletics games.

Students on D, F & I list will only attend classes, religious meetings and meals until they are off the list. To be taken off the list a dorm student must bring their grades to a 70% or higher. And the teacher must contact the registrar.

### **HOME SCHOOL TRANSFERS**

Students transferring to JCA from home school programs must submit a transcript of credits. Academic credits will be awarded based on evaluation of skills.

## **GRADUATION REQUIREMENTS**

To graduate from Jefferson Christian Academy, students are required to have taken a minimum of 26 credits\*.

<b>Credits</b>	<b>Subject</b>
4	Religion (1/yr. in SDA school)
4	English
4	Mathematics
4	Science
4	Social Studies (Including World Geography)
1	Physical Education
.5	Personal Finance
1	Fine Arts
2	Foreign Language (LOTE)
.5	Health/Medical Missionary
4	Vocational (1/year in JCA)
2	Elective *Based on College Prep Diploma

## **GRADING SCALE**

Letter grades are determined by the following percentages:

A = 94 – 100	B+ = 87 – 89	C+ = 77 – 79	D+ = 67 – 69	F = <60
A- = 90 – 93	B = 83 – 86	C = 73 – 76	D = 63 – 66	
	B- = 80 – 82	C- = 70 – 72	D- = 60 – 62	

Grade Point Average (GPA) is determined by the following scale:

A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0
A- = 3.7	B = 3.0	C = 2.0	D = 1.0	
	B- = 2.7	C- = 1.7	D- = .7	

## **GRADING PERIODS & REPORTS**

The academic year is divided into two semesters. First Semester is from August through December. Second Semester is from January through May. Only semester grades are recorded on the student's permanent transcript. Each semester is divided into two nine week grading periods with a total of four grading periods in the year. At the end of each grading period, a report card will be sent home. Every four-and-a-half weeks, a progress report will be mailed to parents of any students who have Ds, Fs, or Incompletes.

A grade of incomplete may be given when, for legitimate reasons, such as illness or other emergency, the student has been unable to satisfactorily complete the requirements of the course. Deadlines for making up incompletes are two weeks from the end of the grading period. Final grades are given at the end of each semester and are recorded on the student's transcript. It is from these grades that the student's cumulative GPA is figured.

## **REQUIRED TESTS**

Freshman, Sophomores, Juniors and Seniors are required to take the tests of achievement proficiency (ITED). Seniors must take either the ACT or the SAT. It is highly recommended that Juniors take the PSAT, ACT or SAT. Testing registration and fees are the responsibility of the parent and student for all tests other than ITED.

## **CORRESPONDENCE & SUMMER SCHOOL**

The academy may not accept correspondence, summer school or other nonresident credit taken by any enrolled student unless the curriculum committee has previously approved the work. A student wishing to take any correspondence and/or summer schoolwork to apply toward graduation requirements must submit a written request to the Registrar and Academic Standards Committee BEFORE the student leaves for summer vacation. Credits will not be accepted for anyone who does not follow the above criteria:

- Correspondence courses, summer school, etc. may not be taken in lieu of regular courses offered by the academy.
- Correspondence courses taken during the summer should be completed before fall registration.
- Correspondence courses taken in the final year must be completed by the beginning of the second semester.

*NOTE: JCA reserves the right to deny acceptance of correspondence credit from any school other than home study international, keystone high school, or the University of Texas. All other schools must be cleared through academic standards committee prior to enrollment in the course of the program. Students and parents are responsible for the timely completion of all correspondence courses.*

### **CREDIT BY EXAMINATION**

A student may, at the discretion of the administration, take a proficiency examination in selected subjects. Academic credit and a grade may be given. Testing is purchased from the University of Texas and testing fees must be paid for prior to scheduling the test.

## **HONORS & HIGH HONORS**

Students with a cumulative GPA of 3.0 - 3.49 through the first semester of their Senior year will be graduated with honors. Those with a GPA of 3.50 to 3.69 or higher will be graduated with high honors. Students with a 3.70 or higher GPA will graduate with highest honors. All GPAs used for graduation will be calculated from the beginning of the Freshman year through first semester of the Senior year.

## **CHANGES IN CLASS SCHEDULE**

The following guidelines apply to class schedule changes:

- Changes begin in the registrar's office
- Changes must include written permission from parents if a course is required for graduation.
- Students may add or drop courses only within the first two weeks of each semester.
- The deadline for adding or dropping classes is 4½ weeks (midterm) in Quarter 1 and Quarter 3 any changes after 2 weeks will reflect a Withdrew Passing or Withdrew Failing. NO changes will be made after the first Midterm as indicated on the school calendar.

Failure to follow procedures for dropping a class may result in an F on the student's transcript.

### **ACADEMIC ACCELERATION**

The general policy at Jefferson Christian Academy is to require four years of education on the secondary level for graduation. Exceptions may be made to accommodate outstanding academy ability as well as social and spiritual maturity. A student must have a qualifying GPA of at least 3.5 and a composite score of at least the 90th percentile on approved standardized tests. Permission to accelerate is requested through the Academics Standards Committee. To apply for accelerated graduation, a letter of request from the student and the parents must be submitted to the academic standards committee no later than the end of the first quarter of the Sophomore year.

### **CLASS MEMBERSHIP**

The number of credits the student has earned in high school determines class membership. To be eligible to join and continue in the senior class the student must meet the following criteria:

Seniors:

- The requirements for graduation, as set forth in this handbook must be met by the end of the senior year.
- Official transcripts from previously-attended schools must be recorded in the office within 30 days of student's registration.
- Correspondence work must be completed and the transcript on file in the registrar's office no later than the end of first semester.

Juniors, Sophomores, and Freshmen:

- Complete enough classes to have earned at least 19, 13, or 7 credits by the end of the junior, sophomore, or freshman year respectively.
- Have completed all major course work appropriate for the grade. • Have official transcript of previous course work (including all correspondence courses) on file in the registrar's office.

### **TRANSCRIPTS AND DIPLOMAS**

Requests for transcripts must be submitted in writing to the Registrar's office at least ten days before they are needed. If an account is past due, allow time for personal checks to clear before a transcript will be issued. Transcripts and diplomas are the property of the school and will not be released until all financial obligations have been met.

## **ATTENDANCE**

JCA students are expected to attend all their classes and meet all of their other appointments. Credits are based on a minimum number of minutes in a class. A student who has more than 5 unexcused absences (per class) a semester may not receive credit for that class. Students more than 10 minutes late to class will be marked absent.

Texas state law has determined the appropriate number of absences. A Verification of Enrollment (VOE) form will not be issued to any student that fails due to attendance. You must complete at least one FULL semester of good attendance to receive a VOE form. The VOE form is required in the state of Texas to receive a driving permit, license, or renewal. This form tells the state of Texas that the student has been in attendance for the appropriate number of days for one full semester. Without this form you will NOT receive a permit, etc. in Texas. Good attendance is important!

*Note: Three unexcused tardies is equal to one unexcused absence. Parents and students are responsible to be aware of their current grades and attendance record by checking our online program, Gradelink.*

### **PERFECT ATTENDANCE**

Perfect attendance is defined as having no absences or tardies, (excused or unexcused). Appointments missed because of school functions, field trips, etc. do not count against perfect attendance.

### **EXCUSED ABSENCE**

The only acceptable excuses for an absence are sickness, emergency medical care, death in the immediate family, or absences excused by the administrative committee. In case of illness, excused absences will be issued for dorm students only when the Dean has placed the student's name on the sick list. Students on the sick list must remain room bound for the entire day.

Parents of Village students should contact the office if the students are to be absent. A medical clearance will be needed from the doctor for absences. If classes were missed because of illness, recreation may not be attended either. Non-emergency medical appointments should be made during regularly scheduled leaves.

### **UNEXCUSED ABSENCE**

If a student skips class or does not make proper arrangements to be absent, the absence will be considered unexcused.



## ISS GUIDELINES

Students sent to In School Suspension for discipline issues must adhere to the following guidelines:

- ISS is for the entire day from breakfast until 3:30 pm. After that time dorm students will be room-bound, and village students will leave campus for their home.
- All meals (including breakfast and supper) will be served in your room.
- ISS “school hours” are 7:00 AM through 3:30 pm. (end of regular class day)

During school hours the student:

- Will wear school dress code
- Will turn in ALL electronics to their dean or ISS supervisor for the day.
- Will not leave the room or desk they are assigned to.
- Will not speak to others (they should consider their selves are on social with all students).
- Will not meet any other appointments – like jobs, class meetings, etc.
- Can bring water in clear bottles only
- Can work on school assignments or read their Bibles.
- Will not be reading any other materials
- Will not be sleeping/lying down or putting their heads down on their desk.
- Bathroom breaks are with permission only. Do not waste this time.

The rest of the day the student:

- Will be room bound
- Will still be considered on social with all students. Consider yourself “grounded”.
- Meals:
  - o All three meals will be served in your room. (village students will be provided lunch)
  - o You will have lunch with the ISS supervisor or in your room.
- At 12:50 PM you must be back at your desk.

Any infractions of the rules will result in an additional day of ISS.

## DETENTION GUIDELINES

Students on detention will be notified personally. Students may be sent to detention for attendance (unexcused absences and tardies) or by a teacher for not turning in homework or by Discipline Committee as deemed necessary. Students are responsible for being at detention ready and on time. The following are a list of guidelines for detention:

### ALL STUDENTS:

- Detention is held in the library.
- If you miss detention you must follow the same procedure to have it excused as with a class.
- Attendance is always taken.
- You must sit quietly.
- No sleeping/lying down/putting head down on the desk.
- No note passing.
- You may only work on class related assignments.

# COURSE DESCRIPTIONS

## ENGLISH & FOREIGN LANGUAGES

**English I 1 credit** A two-semester course for grade 9. A basic English course. It covers beginning grammar, introduction to literature, beginning writing, some speech and reading aloud, spelling and vocabulary.

**English II 1 credit** A two-semester course for grade 10. This course concentrates on the finer points of grammar and usage and includes an introduction to literature from around the world, together with varied writing assignments. Prerequisites: English I

**English III 1 credit** A two-semester course for grade 11. This course concentrates on American Literature. The course includes a great amount of written work, some oral presentation, spelling and vocabulary. Prerequisites: English I, II

**English IV 1 credit** A two-semester course for grade 12. This course concentrates on English Literature. The course includes a significant amount of reading and writing. Students are also required to write at least two research papers. There are also some oral presentations. Prerequisites: English I, II, III

**Spanish I 1 credit** A two-semester course usually taken in grade 11. This course introduces the language by providing knowledge of basic grammar, writing, vocabulary, the culture, and the ability to converse in the language.

**Spanish II 1 credit** A two-semester course usually taken in grade 12. It enables the student to continue learning to converse and write in the language. Prerequisites: Spanish I

**Speech .5 credit** This one-semester course is designed to enhance the students speaking skills by teaching them the basics of researching materials, organizing information, and delivering an effective speech.

## HEALTH & PHYSICAL EDUCATION

**Health & Medical Missionary 1 credit** This course is usually taken in grade 12. This course teaches high school students how to become and stay healthy. This course includes principles of health and their meaning to the individual and the community, counsel in the writings of Ellen G. White, acquaintance with current advances in health knowledge and healthful living.

**Physical Education 1 credit** A one-semester course usually taken in grade 9. This course teaches high school students how to become and stay active. This course includes learning rules, fundamental skills in team sports, individual sports, and activities. Teamwork and enjoying sport are emphasized.

## HISTORY & SOCIAL SCIENCES

**World Geography 1 credit** This two-semester course is usually taken in grade 9. This course explores the spatial organization of the earth's surface, showing the relationship between the physical features and the cultural heritage of the world's peoples.

**World History 1 credit** This two-semester course is usually taken in the 10th grade. The course surveys the records of human activity, including the rise and fall of nations and the

influence of individuals who have worked to improve the world. Prerequisites: World Geography

***American History 1 credit*** This two-semester course is usually taken in grade 11. This course explores the discovery and settlement of North America, and the growth and development of the United States. The nation's unique role in history is traced through time. Prerequisites: World Geography, World History

***American Government .5 credit*** A one-semester course usually taken in grade 12. This course explores the foundations and structure of government in the United States and introduces basic economic principles with emphasis on microeconomic concepts and models. This will give the student essential basic knowledge required to make intelligent economic decisions in individual, group, and business situations. Prerequisites: World Geography, World History, American History

***Economics .5 credit*** A one semester course usually taken in the 12th grade. This course is an introduction to basic Economic principles with emphasis on microeconomic concepts and models that will give the students essential basic knowledge required to make intelligent decisions in individual, group and business situations. The student learns to think like an economist in order to conceptualize solutions to a wide variety of economic problems that are present in the world today, without giving up Christian principles.

## MATHEMATICS

***Pre-Algebra 1 credit*** This two-semester course is designed to help students develop a stronger background in math. Credit from this course does not count toward graduation under the college preparatory diploma.

***Algebra I 1 credit*** A two-semester course designed for grade 9. This course provides the student with the basic concepts and operations of Algebra. It includes variables and equations, working with real numbers, solving equations, polynomials and problem solving, factoring equations and systems, introduction to functions, inequalities, rational and irrational numbers, and quadratic functions. Prerequisites: Pass a basic skills test.

***Geometry 1 credit*** A two-semester math course designed for grade 10. This course introduces the students to logical structure and proofs. Specific attention is given to the following topics: points, lines, and planes; angle relationships; parallel lines and planes; congruent triangles; similar polygons and right triangles; quadrilaterals and circles. Prerequisite: Algebra I

***Algebra II 1 credit*** A two-semester course usually taken in 11th grade. This course presents the following: Rational and irrational numbers; Relations and systems; Exponential logarithms; Matrices; Probability and statistics; and circular functions. Prerequisite: Algebra I (not a minimum grade)

***Math Models 1 credit*** In Mathematical Models, students continue to build on the K-8 and Algebra I foundations as they expand their understanding through other mathematical experiences. Students use algebraic, graphical, and geometric reasoning to recognize patterns and structure, to model information, and to solve problems from various disciplines. Students use mathematical methods to model and solve real-life applied problems involving money, data, chance, patterns, music, design, and science.

***College Algebra 1 credit*** The course is designed to familiarize learners with Algebra fundamental mathematical concepts such as inequalities, polynomials, linear and quadratic

equations, and logarithmic and exponential functions. Students experience a thorough analysis of all elementary functions. Selected discrete mathematics topics including normal probability distributions and hypothesis testing are explored. Experience with graphing calculators is incorporated.

## **MUSIC & THE ARTS**

Attendance to Choir/Handbell tour depends on the approval by Choir Director in consultation with Administration.

***Brass Band 1 credit*** This course gives the opportunity to learn the techniques of playing musical instruments while working to develop ensemble performance skills as a group. The composition of the JCA band varies each year depending on the particular skills and interests of its members.

***Bell Choir 1 credit*** This organization consists of a select group of musicians who are already capable of reading intermediate to advanced music. The bell choir serves as both a witnessing and a public relations organization for JCA.

***Choir 1 credit*** Provides opportunities to develop performance skills and knowledge in mixed choral singing. Covers performance and production, analysis and theoretical studies, historical and cultural contributions and influences, creative aspects of music and music appreciation. Organized objectives for self-paced progress stress individual progress and group experience. Performances on campus and within the Texas and Southwest Regional Conferences are included throughout the school year.

## **RELIGION**

***Religion I 1 credit*** The first semester of this course introduces freshman to the Bible; its various versions, how it is organized, and how to study it. Creation and God's grace on the families in the Old Testament are covered. And introduction to the life and times of Jesus Christ.

***Religion II 1 credit*** This course focuses on the history and culture of the Bible as well as the development of the early church as it is recorded in the Book of Acts. 2nd Semester is a sweeping survey of significant eras, events and individuals within Christianity during the past two millennia, and how the SDA church came into existence in this time.

***Religion III 1 credit*** The first semester of this course focuses on the study of Daniel and Revelations and the beliefs of the Seventh-day Adventist Church. The second semester is a study of the book of Romans and giving them practical applications of principles and choices and challenges of everyday living.

***Religion IV 1 credit*** The first semester of this course offers Seniors a unique mix. They start with a study which focuses on Jesus through an inductive study of the book of Hebrews. Then they move on to marriage and family. Emphasis will be placed on God's ideal for the family and how because of God's grace, this experience can be theirs. The second semester starts off with world view and religion. It covers a study of world views and religion from a Biblical perspective and evaluates them in the light of the truths of scripture. This is followed by life philosophy and moral issues: promoting the essential belief that God exists and that His active involvement in our daily lives will provide the foundation for our life philosophy.

## SCIENCES

**Biology 1 credit** A two-semester course usually taken in the 10th grade. This course is a fundamental study in the chemical, structural, and physiological diversity of life. This course will cover such subjects as botany, zoology, entomology, systematic, genetics/heredity, and origins. We will also step back and look at the interactions of organisms in population, communities, and ecosystems. Labs are held in class.

**Chemistry 1 credit** This two-semester course studies the chemical world from the atomic structure of atoms to the formation of macromolecules necessary to sustain life. Labs are held during class time. *Prerequisite: Algebra 1, Biology, and Algebra II.*

**Physics 1 credit** This two-semester senior level course focuses on the study of motion, sound, light, energy, magnetism, electronics, and gravity. It requires competence utilizing and generalizing mathematical concepts previously learned in other math-specific courses. Students who excel in math and reasoning will find an enjoyable challenge in this class. Labs meet in class.

*Prerequisite: Algebra I, Geometry. Algebra II.*

**Anatomy & Physiology 1 credit** A two-semester Senior-level Honors elective course that covers the structure of the human body (anatomy) and how it functions (physiology). Heavy reading assignments and memorization are regularly required. This course is designed to prepare students to excel in college A&P for those going into science and medical fields. Labs meet in class. *Prerequisite: B or higher in Biology.*

**Environmental Science 1 credit** This two-semester course focuses on the living and non-living world around us. Subjects covered in this class range from what a species is to the biosphere and how communities and populations of organisms interrelate with each other and their environment. Special attention will focus on biological pollutants and environmental concerns facing the world today. Labs meet in class. *Prerequisites: Biology*

**Computer Applications 1 credit** In this two-semester course, students are introduced to general computing and web concepts. An emphasis is placed on developing proficiency in office applications and touch-typing skills. Other topics include Internet safety, computer ethics, and advanced web research techniques. Students are exposed to Windows, operating systems and various software environments.

**Yearbook 1 credit** This is a two-semester course. Students design, plan, organize the school's yearbook under the supervision of yearbook coordinator. Students who are artistic, have writing ability, and are self-motivated will fit this program. *Prerequisite: approval of instructor.*

*NOTE: Not all classes are offered every year.*

# Jefferson Christian Academy Student Handbook

## YOUR COMMITMENT

Your attendance at Jefferson Christian Academy signifies your understanding that Jefferson Christian Academy is a Seventh-day Adventist institution that upholds SDA standards and that you intend to support academy philosophies and the community itself. As a student you pledge acceptance of and full cooperation with Jefferson Christian Academy policies as stated in the Student Handbook, the Residence Hall Handbook (if residing in the dorm) and as officially announced. Your behavior, both on and off campus, is expected to comply with and reflect the values of Jefferson Christian Academy.

## YOUR RIGHTS

As a student of Jefferson Christian Academy, you have the right to...

- an environment that is conducive to learning
- expect the academy to be a place of spiritual growth
- appropriate, affirming and respectful behavior in your interactions with other members of the academy community
- compete on a fair and equal basis for academic recognition
- an environment that promotes wellness and safety
- acceptable modes of public expression and communication

Student's Name (Print): \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_