



# JCA

JEFFERSON CHRISTIAN ACADEMY

EST. 1914

## Student Handbook

2025 – 2026

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## OUR HISTORY

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 vision 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.

## **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 worships, 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 worships, 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
- 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.

Student's personal electronic devices (except laptops for classes) are not to 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 and all electronics must be turned in at the front desk until classes are complete. 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 bring 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>
<b>Tuition</b>	\$7,250.00	\$7,250.00
<b>Room &amp; Board</b>	\$6,750.00	
<b>Entrance Fee</b>	\$955.00	\$955.00
<b>Total</b>	\$14,955.00	\$ 8,205.00

\* 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:

	<b>Dorm Students</b>	<b>Village Students</b>
<b>Registration Fee</b>	\$955.00	\$955.00
<b>Tuition</b>	\$725.00	\$725.00
<b>Room &amp; Board</b>	\$675.00	
<b>Total</b>	\$2,355.00	\$1,680.00

\*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
<b>Tuition</b>	\$725.00	\$725.00
<b>Room &amp; Board</b>	\$675.00	
<b>Work/Vocation Cr.</b>	(\$100.00)	(\$100.00)
<b>Total</b>	\$1,300.00	\$625.00

### **Senior Fees**

All seniors must pay a \$150.00 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
<b>Chemistry</b>	\$170
<b>A &amp; P</b>	\$170
<b>Physics</b>	\$170
<b>Biology</b>	\$170
<b>Env. Sci.</b>	\$170
<b>IPC</b>	\$170
<b>ACT Prep</b>	\$20
<b>Choir/Brass/Bells</b>	\$150 TBD
<b>AG Vocational book fee</b>	\$75 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, administrative offices, 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.

## **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 an 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.
- Meat is not allowed in any of the building 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 must be to 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. Polos must be visible when worn under a sweater or a solid color sweatshirt.

Pants, walking shorts, and skirts must be solid black. No stripes, patterns, or other decorations are permitted. Shorts must be to the knee when standing. Clothing must be the correct size and not baggy or too tight.

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

Hats, sunglasses, 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.

Students working in the cafeteria 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.

# **BEHAVIORAL GUIDELINES**

## **DISCIPLINE POLICY**

One of the most valuable skills for success in this life and for eternity is that of self-discipline. Those who have learned to manage themselves are able to make the choices that make life good and will rarely need to be disciplined by others. Those who are unable to discipline themselves will cause unnecessary pain to themselves and to others throughout their lives.

When it becomes necessary for staff members to apply external discipline, they work within the philosophy and guidelines of the school. Most discipline is accomplished in the ordinary educational environment between the student and the teacher.

Discipline may be imposed for inappropriate conduct not listed in the handbook. It is, however, always administered with these factors in mind:

1. Is the student being completely honest and forthright?
2. Does the student take responsibility for his/her actions and genuinely want to change?
3. Is the student willing to work with school staff to reach the goals set forth in the mission statement and student statement of commitment?
4. What is best for the student and for the school? There are times when the school just does not have the resources or ability to meet the needs of some students. In these cases, it is best if they find a school that can better meet their needs.

Confidential information may make it impossible for all facts to be explained to those making inquiries. Nevertheless, the school would encourage dialogue so that judgements would not be made with an unnecessarily incomplete understanding of circumstances.

## **BEHAVIOR CODE**

The behavior code on the pages that follow is a guideline for students to know what items and behaviors are appropriate or inappropriate at JCA. Although these are based on Christian principles, not all have to do with one's spirituality. This list deals with the things generally regarding safety issues, procedures that involve a student's responsibility, and inappropriate conduct or items.

The four categories are listed from least to most serious. They apply to all school activities, both on and off campus. Explanatory notes for codes which might need clarification are found following the categories.

## **WITHDRAWAL/EXPULSION**

Students who have been dismissed from school or who have withdrawn to avoid discipline are required to make advance requests for permission if they wish to visit the campus within the current school year. Such permission will be granted at the discretion of the Administrative Committee.

## **DISCIPLINE APPEAL PROCESS**

All discipline is handled by the Discipline Committee and is subject to appeal. An appeal must contain information not previously considered and must be submitted in writing to the principal. The principal mediates at every level and ultimately decides whether the appeal continues to the next level. Every attempt will be made to resolve problems at the lowest level.

## **DISCIPLINE POLICY FOR HANDICAPPED STUDENTS**

A handicapped student will be disciplined when his/her behavior...

1. Is not handicap-related,
2. Poses a risk to others,
3. Poses a physical risk to him/her-self,
4. Requires a cooling-off period to prevent future occurrence of disruptive behavior, and/or
5. Demonstrates a need for a change in educational placement because of constant disruption to the learning environment.

## **SEARCH AND SEIZURE**

The individual right of privacy is balanced by the school's responsibility to protect the health, safety, and welfare of all students and staff members.

The school reserves the right to search student dormitory rooms, lockers, desks, vehicles, and personal belongings for objects or materials deemed non-compliant with the school's rules and regulations and/or which threaten the safety of the students and staff.

## **SEXUAL HARASSMENT**

Jefferson Christian Academy upholds a zero-tolerance policy on sexual harassment, nor will we tolerate retaliatory behavior in response to a complaint of harassment. In like manner, false claims of sexual harassment will not be tolerated. Such actions will result in a timely review, and if warranted, disciplinary action. Students or staff who suspect or experience sexual harassment should report it immediately to the administration or any staff member.

*A detailed statement of our sexual harassment policy, guidelines for reporting, and protocol for handling sexual harassment complaints may be obtained from the principal's office.*

## **FREEDOM OF EXPRESSION**

Students are entitled to present their individual opinions if these expressions do not disturb the educational process. All published material must obtain prior approval from the principal or his/her designee and bear identification as to the author and distributing organizations. The distribution of such material must take place at a reasonable time and location approved by the principal and must not interfere with the orderly school process. Such material must be free of libel, obscenity, and defamatory statements against any person.

## **DISCIPLINE CATEGORIES**

JCA values a high level of personal integrity in all its aspects (honesty, consistency of character, respect for others, etc.). Honesty in facing one's mistakes and accepting responsibility for one's own actions is a part of a trusting and working relationship at JCA.

## **CATEGORY ONE**

Items – Category One

- Playing cards (such as poker cards)
- Caffeinated beverages
- CD's, music devices, books, reading materials that do not meet the approved entertainment criteria
- Games that do not comply with the game policy
- Possession of an unauthorized knife.

See dorm handbook for additional items

### Conduct – Category One

- Social misconduct, such as inappropriate physical conduct between students
- Tampering with electrical power sources, such as circuit breakers, etc.
- Student found in the wrong place at the wrong time
- Neglecting to sign out of the dorm
- Abusive, profane, or vulgar language
- Gambling
- Body piercing on campus
- Wearing any item used to maintain the pierced condition of a body part

### Consequences – Category One

Consequences will be determined by staff members who find students involved. Inappropriate items will be taken, and most will not be returned. Consequences may include warnings, up to two hours supervised activity, assigned report, etc. Games that do not comply with the game policy will be removed and not returned.

Repeated problems will become a category two.

## **CATEGORY TWO**

### Items – Category Two

- Lighters, matches, candles, or incense sticks
- Posters and clothing that promote alcohol, tobacco products, inappropriate movies, sexual innuendos, etc. (will be confiscated and will not be returned).
- Sling shots or guns that propel anything other than water (will be confiscated and will not be returned).
- Inappropriate media (will be confiscated)
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### Conduct – Category Two

- Cheating
- Minor vandalism (Restitution required)
- Inappropriate use of music devices, smart phones, and games, including being audible outside room or used outside the dorm without express permission, prank calling
- Irreverence in worship services
- Students found in the wrong place at the wrong time, e.g., in any area where there is not staff supervision
- Insubordination Level I

### Consequences – Category Two

- Consequences will be determined by staff members who find students involved and may include loss of music privileges, confiscation of items, reclamation fee, up to 4 hours supervised activity, assigned reports, dorm grounding, etc.
- Repeated problems become a category three.

## **CATEGORY THREE**

### Items – Category Three

- Firecrackers or any other explosive-type material (will not be returned)
- Corrosive or combustible liquids
- Games or articles that deal with the occult (will not be returned)
- Pornographic materials (will not be returned)

### Conduct – Category Three

- Major vandalism (Restitution required)

- Student found in the wrong place at the wrong time, e.g., in a locked building without adult supervision
- Insubordination Level II
- Absent from the campus without approval (AWL)
- Unauthorized possession and/or use of school keys
- Climbing up and/or being on the roof of any building on campus
- Physical aggression, Bullying
- 911 prank calling
- Hazing, harassment, or fighting
- Forgery of a staff member or parent's signature
- Out of the dormitory without permission
- Willful undermining of the ideals and policies of the school by word, pen, influence, or the dissemination of atheistic ideas
- Igniting anything without staff supervision and approval including lighters, matches, candles, incense sticks
- Sexual harassment
- Lewd behavior

#### Consequences – Category Three

- Consequences will be determined by the Discipline Committee and may include up to 8 hours supervised activity, parent meetings, fines, up to one week on/off- campus suspension, loss of privileges, assigned report, loss of office, incident report, loss of eligibility to go on mission trips, etc.
- Repeated problems will become a category four.

### **CATEGORY FOUR**

#### Items – Category Four

- Possession or use of any illegal drug or any prescription drug not authorized by a doctor, including alcoholic beverages and tobacco products
- Weapons, unauthorized knives (repeated), clubs, stars, or any martial arts weapons, hatchets, and axes.
- Stun guns/taser weapons (will not be returned)

#### Conduct – Category Four

- Falsehood on application to enroll at Jefferson Christian Academy
- Major vandalism (Restitution required)
- Tampering with campus network (Restitution required)
- Students found in the wrong place at the wrong time, e.g., in the dorm of the opposite gender without prior approval from the deans of both dorms
- Tampering with fire safety equipment, including extinguishers, alarms, and fire doors
- Verbal or physical aggression toward an individual of authority
- Theft
- Unauthorized possession or use of a master key
- Sexual misconduct

#### Consequences – Category Four

- Consequences will be determined by the Discipline Committee and may include being asked to withdraw from school, supervised activity, up to two weeks off-campus suspension, expulsion from school, loss of privileges, loss of office, incident report, loss of eligibility to go on mission trips, etc.

Jefferson Christian Academy reserves the right to contact law enforcement agencies when the law has been broken.

## **Entertainment Criteria**

Entertainment media which contains the following material is not in line with the spiritual and moral principles by which JCA operates. Therefore, written material, performances, or recordings containing such material are inappropriate and unacceptable on campus. These include:

1. Sexually explicit or graphic lyrics
2. Satanic, occult, or sacrilegious material
3. Profane or vulgar language
4. Violent or hateful lyrics
5. Material degrading to any race, religion, gender, or individual
6. Material that would lessen the ability to discern good from evil or lessen an interest in spiritual things

### **Gambling/Playing Cards**

Because of their association with gambling, and the possibility of their becoming a stumbling block to others, poker cards are not to be used.

### **Insubordination**

Level I – Failure on the part of a student to follow the request or direct command of a staff or faculty member.

Level II – Failure on the part of a student to follow the request or direct command of a staff or faculty member, accompanied by expressions of disrespect.

## **CHEATING POLICY**

### **First Offense**

- A student caught cheating will receive a zero grade on the assignment/test. The student must write and sign a letter to his/her parents describing the circumstances. This letter will be enclosed with a letter from the Administration to the parents and sent by certified mail. In addition, any offices held by the student will be forfeited for the remainder of the school year.

### **Second Offense**

- The student will receive a zero grade on the assignment/test. In addition, the student will be suspended for three days. No makeup work will be allowed for the period of suspension.

### **Third Offense**

- The student will be expelled. No arrangements will be made with JCA to enable the student to complete the grading period through JCA.

## **AWL**

AWL is defined as leaving the JCA property without the prior approval of the dean. Approval gained through deceit or misrepresentation of intentions is invalid and will result in disciplinary action.

## **BULLYING**

Bullying is any offensive, intimidating, malicious, or insulting behavior, an abuse or misuse of power through means intended to undermine, humiliate, denigrate, or injure the recipient. It generally involves a real or perceived imbalance of power, with the bully attacking those who are perceived as less powerful through word or action.

## **HAZING, HARASSING, FIGHTING**

Hazing is the imposition of strenuous, often humiliating, tasks as part of a program of rigorous and/or dangerous physical training and initiation rituals.

- Harassment is unwanted conduct that violates people's dignity or creates an intimidating hostile, degrading, humiliating or offensive environment.

Fighting is not acceptable at JCA. There are many ways that mature people can think things through and settle their differences without resorting to violence.

Students who become involved in fighting will be brought before the Discipline Committee. All parties involved will be suspended, unless it was an obvious assault by one or more participants. First time violations may result in expulsion. Students who either encourage or incite a fight through teasing or harassment of another student are subject to the same suspension as are those who have engaged in physically fighting. Students are encouraged to utilize the school's counseling, administrative, or teaching staff to help resolve differences instead of resorting to fighting.

When an injury inflicted by one student on another student or staff requires medical attention, the perpetrator and his/ her guardian will be responsible for the medical fees. This will be true no matter who provoked the fight.

### **SUBSTANCE ABUSE POLICY**

Jefferson Christian Academy believes in promoting a drug-free society. Our goal is to teach students to make healthy lifestyle choices which exclude substance use on or off the campus while enrolled at JCA

Being in possession of, using, or being under the influence of any illegal drug, intoxicant, inhalant, or alcoholic product is prohibited on or about the school premises or any school sponsored activity. Distribution, sale, or trafficking of drugs or alcohol will result in expulsion for the remainder of the year. JCA reserves the right to contact law enforcement agencies when the law has been broken.

Self-referral – Students who are concerned about their involvement with dangerous substances are encouraged to ask a staff member for assistance. The staff member will help the student contact appropriate resources. All self-referral under the substance abuse policy will be treated without disciplinary action, if assessed, and if the ensuing recommendations are followed.

### **VIOLATIONS & CONSEQUENCES**

For possession and/or use of tobacco or alcohol:

- First Offense: Three-day to five-day suspension. Student will be teamed with a staff member who will work with him/ her as he/she attempts to overcome the problem.
- Second Offense: Withdrawal from school

For possession and/or abuse of any dangerous drug besides tobacco or alcohol:

First Offense: Withdrawal from school

### **DRUG TESTING**

Application to JCA assumes your willingness to participate in drug testing, if required by the Administration of Jefferson Christian Academy.

### **DANGEROUS DRUGS**

Any drug, obtainable with or without a prescription, that can be used in a manner dangerous to the health of the user. This includes, but is not limited to, tobacco, alcohol, marijuana, amphetamines (stimulants), barbiturates (depressants), cocaine, codeine, inhalants, heroin, hallucinogens, and misuse or abuse of over-the-counter and prescription drugs.



## **DRUG USE**

Whenever a student has consumed, taken, or is under the influence of alcohol, tobacco, or illegal drugs, or has abused over the counter or prescription drugs at any time.

## **DISTRIBUTION OF DRUGS**

To share and/or sell dangerous drugs to other students or persons on or near school property or during school-sponsored activities.

## **POSSESSION OF DRUGS**

To have dangerous drugs (which have not been prescribed for you personally by a physician) on your person or within an area of your control including, but not limited to, car, locker, dorm room, books, clothes, on or near school property, at any time.

## **DRUGS FOUND**

Positive proof that the student is involved in abuse, possession, or distribution of dangerous drugs. Self-referral is no longer an option under these conditions.

## **FIREARMS, WEAPONS AND/OR THREATS OF VIOLENCE**

The protection of our children and young people must be of the highest priority. While recent reports indicate that schools are generally safe and orderly places of learning, we also recognize that we live in a violent society, and as such our schools are not immune to the possibility of violence.

Students are prohibited from bringing any firearm or weapon to school or to a school-sponsored activity. A student who possesses a weapon or who carries, exhibits, displays, or draws any weapon or any object which can be mistaken as a weapon, or any item capable of producing bodily harm in a manner which, under the circumstances, manifests an intent to intimidate another or warrants alarm for the safety of others shall be subject to immediate discipline up to and including suspension or expulsion. Parents and the appropriate law enforcement agencies shall be notified. Appropriate counseling is required before the student returns to school.

Verbal threats of violence or threats involving firearms or weapons made by students to other students or to school employees are to be taken seriously and must also be dealt with in a determined manner. Parents are to be notified and there may be a need for police involvement. Appropriate discipline might include assignment to detention, suspension, or expulsion depending on the nature and severity of the threats.

# **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 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 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\*.

Credits	Subject
4	Religion (1/year in SDA school)
4	English
4	Mathematics
4	Science
4	Social Sciences (Inc. World Geog.)
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 the International Academy, 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 2<sup>nd</sup> 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.

### **TARDIES**

If a student is not in the classroom when the second bell rings, they need to go to the office and get a tardy slip before returning to class.

### **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 7:30 AM through 5:20 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 themselves 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 Cr.): 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 Cr.): 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 Cr.): 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 Cr.): 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 Cr.): 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

## **HEALTH & PHYSICAL EDUCATION**

Health & Medical Missionary (1 Cr.): 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 Cr.): 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 Cr.): 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 Cr.): 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 Cr.): 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 Cr.): 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 Cr.): 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**

Algebra I (1 Cr.): 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 Cr.): 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 Cr.): 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)

College Algebra (1 Cr.): 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 mathematic 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 Cr.): 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 Cr.): 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 Cr.): 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 Cr.): 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 Cr.): 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 millenniums, and how the SDA church came into existence in this time.

Religion III (1 Cr.): 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 Cr.): 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 Cr.): 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 Cr.):** 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 Cr.):** 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 Cr.):** 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 Cr.):** 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 Cr.):** 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 Cr.):** 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: \_\_\_\_\_