

# **Joshua Christian Academy School of the Arts**



**“Home of the Achievers”**

**Grade School Student Handbook**

**Executive Director: Lisa N. Harris**

**Administrator: Sara Garvey**

**Founders and Pastors: Drs. Frederic and Gloria Pinkney**

*924 St. Clair Street  
Jacksonville, Florida 32254*

## **Dear Parents and Guardians,**

Welcome to the 2018-2019 school year at Joshua Christian Academy. This handbook explains our expectations and policies and is a resource for your family during the upcoming school year. I believe that reading this handbook and discussing the information with your child will help all of us have a successful year.

Parents are the most important teachers. Your influence on your child is profound, and we can only build on and add to the Christian structure that you establish in your home. You have entrusted us to share in the nurturing of your child, and if we are to succeed, we need your support and encouragement.

Our mission stands firm “to serve as a Bible-based Christian institution of learning, educating your child with a blend of academic excellence and distinct Christian values which will prepare them for living a productive life, spiritually, academically, and socially.”

Each year bring new challenges. With each year come new opportunities. As we strive to carry out this treasured task let us work together in a spirit of cooperation and understanding. Our doors are always open as we make every attempt to solve problems as they arise. We need your help to make this year a successful year.

Please take this time to carefully read this book and refer to it often. You help us a great deal when you know our policies and procedures. Thank you for sharing your child (ren) with us and investing in their bright future.

**Lisa Harris, Executive Director**  
**Sara Garvey, Administrator**

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## SCHOOL CALENDAR "2018-2019"

**First Day of School for Students August 13**

**Last Day of School for Students May 31**

Academic Half Day	Wednesday, August 29 (Extended Day Available)
Labor Day	Monday, September 3 (School Closed, No Extended Day)
Academic Half Day	Wednesday, September 12 (Extended Day Available)
Open House	Thursday, September 13 (K4-12 <sup>th</sup> grade)
Progress Reports Emailed	Tuesday, September 18 (1 <sup>st</sup> nine weeks)
Academic Half Day	Wednesday, September 26 (Extended Day Available)
Academic Half Day	Wednesday, October 17 (Extended Day Available)
Planning Day	Friday, October 19 (School Closed, No Extended Day)
Report Cards Emailed	Monday, October 29 (1 <sup>st</sup> nine weeks)
Academic Half Day	Wednesday, October 31 (Extended Day Available)
Academic Half Day	Wednesday, November 14 (Extended Day Available)
Veteran's Day	Monday, November 12 (School Closed, No Extended Day)
Thanksgiving Luncheon	Thursday, November 16 (Nursery-12 <sup>th</sup> grade)
Weather Day	Wednesday, November 21 (No School)
Thanksgiving Break	Thursday, Nov. 22- Friday, Nov. 23 (No School)
Progress Report Emailed	Tuesday, November 27 (1 <sup>st</sup> nine weeks)
Academic Half Day	Wednesday, November 28 (School Closed, No Extended Day)
Academic Half Day	Wednesday, December 12 (Extended Day Available)
Holiday Half Day	Friday, December 21 (No Extended Day)
Christmas Break	Monday, December 24– Friday, January 4 (School Closed, No Extended Day)
Planning Day	Monday, January 7 (School Closed, No Extended Day)
Academic Half Day	Wednesday, January 9 (Extended Day available)
Report Cards Emailed	Tuesday, January 15 (2 <sup>nd</sup> nine weeks)
Martin L. King's Birthday	Monday, January 21 (School Closed, No Extended Day)
Academic Half Day	Wednesday, January 23 (Extended Day Available)
Progress Reports Emailed	Wednesday, February 13 (3 <sup>rd</sup> nine weeks)
Weather Day	Friday, February 15 (No School)
President's Day	Monday, February 18
Academic Half Day	Wednesday, February 20
Academic Half Day	Wednesday, March 6 (Extended Day Available)
Spring Break	Monday, March 11-Friday, March 15 (No School)
Planning Day	Friday, March 22 (School Closed, No Extended Day)
Report Cards Emailed	Monday, April 1 (3 <sup>rd</sup> nine weeks)
Spring Holiday	Friday, April 19 (No School)
Weather Day	Monday, April 22 (No School)
Academic Half Day	Wednesday, April 24 (Extended Day Available)
Progress Reports Emailed	Thursday, May 2 (4 <sup>th</sup> nine weeks)
Academic Half Day	Wednesday, May 15 (Extended Day Available)
School Wide Trip	Friday, May 24
Senior's Baccalaureate Service	Sunday, May 26
Memorial Day	Monday, May 27 (No School)
Senior's Commencement Ceremony	Tuesday, May 28
Awards/Graduation Ceremony	Wednesday, May 29
Last day of School	Friday, May 31 (4 <sup>th</sup> nine weeks Report Cards distributed to students)

\*\*\* Dates and times are subject to change\*\*\*

## GENERAL INFORMATION

**Grades offered:** Nursery, Preschool, and Kindergarten through 12<sup>th</sup>

**School Hours:** 8:25 a.m. – 3:15 p.m. Grade School (K – 6<sup>th</sup>)

7:35 a.m. – 3:15 p.m. Upper School (7<sup>th</sup> – 12<sup>th</sup>)

**Extended Care:** 6:30 a.m. – 7:45 a.m. Extended Day Morning

11:30 a.m. – 6:00 p.m. Extended Day

3:30 – 6:00 p.m. Extended Day Afternoon

**School Motto:** *“Home of the Achievers”*

**School Mascot:** Eagle

**School Office Hours:** 7:00 a.m. – 6:00 p.m.

**Telephone Numbers:** (904) 388-2227 (office)

(904) 388-2262 (fax)

**E-mail Address:** [academy@jccacademy.org](mailto:academy@jccacademy.org)

**Web Address:** [www.jccacademy.org](http://www.jccacademy.org)

**Executive Director:** Ms. Lisa N. Harris

**Pastors and Founders:** Pastors Frederic and Gloria Pinkney

## **Notice of Non-Discrimination Policy**

Joshua Christian Academy admits students of any race, color, national or ethnic origin, and affords them all the rights, privileges, programs, and activities generally afforded or made available to students at the JCA. Additionally, it does not discriminate on the basis of race, color, national, and ethnic origin in the administration of its admission policies, educational policies, scholarships and loan programs, athletic or other school administered programs.

## **THE VISION OF JOSHUA CHRISTIAN ACADEMY**

Pastors Frederic and Gloria Pinkney founded Joshua Christian Academy, a ministry of Joshua Christian Faith Center, Inc. Phase 1 of the visions for this educational service opened in August 1996 with six students and nine employees. With this beginning, the nursery through pre-kindergarten program was established. Through divine ordinance and the power of God, we have added Phase 2 and 3 of four programs to include grade school and upper school (consisting of middle and high school) and our enrollment has increased to over 200 students.

We praise God for the vision and command that He has afforded this ministry while waiting patiently in expectation as He manifests His promise.

## **MISSION**

The mission of Joshua Christian Academy is to serve as a Bible-based Christian institution of learning, educating students with a blend of academic excellence and distinct Christian values that will prepare them for living a productive life, spiritually, academically, and socially.

## **STATEMENT OF PHILOSOPHY**

The fear of the Lord is the beginning of knowledge. Proverbs 1:7

Wisdom and knowledge come from God, therefore man's education is complete only when God and His Word are at the center of all learning.

In education we are concerned with the total person; the complete intellectual, spiritual, physical, and social being. We believe the needs of the total person can be met only when approached from a Christian or Biblical philosophy.

A Bible-based Christian School, founded on high academic and spiritual standards, Joshua Christian Academy exists to educate all students to high levels of academic skills and knowledge, while fostering positive growth in social and emotional behaviors and attitudes. We seek not only to maximize every student's knowledge and positively affect attitudes and behaviors, but also to assist students to discover God's calling in their lives so that they may live for His glory.

## **OUR PURPOSE**

The result of cumulative prayer, preparation, planning, research, knowledge and love, our Bible-based Christian school's goal is to prepare students for life by implanting in them the word of God and His teachings as well as daily magnifying Him in their home, church, school and community. JCA strives to successfully educate the total child.

## **STATEMENT OF FAITH**

We believe that the Bible is God's Word, written by men, divinely inspired and that it is the supreme, infallible authority in all matters of faith and conduct.

We believe in God the Father, perfect in holiness, infinite in wisdom and measureless in power. We rejoice that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer, and that He saves from sin and death all that come to Him through Jesus Christ.

We believe in Jesus Christ, the eternal and only begotten Son of God conceived of the Holy Spirit, of Virgin Birth, sinless in life, making atonement for the sins of the world by His death. We believe in His bodily resurrection, His ascension and visible return to the world, according to His promise.

We believe in the Holy Spirit who came forth from God to convict the world from sin, of righteousness and of judgment, and to regenerate, sanctify and comfort those who believe in Jesus Christ.

We believe that all men by nature and by choice are sinners but that God so loved the world that He gave His only begotten Son so that whosoever believeth in Him should not perish but have everlasting life. We believe, therefore, that those who accept Christ as Lord and Savior will rejoice forever in God's presence and those who refuse Christ as Lord and Savior will be forever separated from God.

We believe in the church – a living spiritual body of which Christ is the Head, and of which all regenerated people are members. We believe that a local church is a company of believers in Jesus Christ, immersed on a credible confession of faith, and associated for worship, work and fellowship. We believe that these local churches were committed for perpetual observance, the ordinances of baptism and the Lord's Supper, and that God has laid upon these churches the task of proclaiming to a lost world the acceptance of Jesus Christ as Savior, and the enthroning of Him as Lord and Master. We believe that all human betterment and social improvements are inevitably the by product of such a Gospel.

We believe that every human being is responsible to God alone in all matters of faith; that each church is independent and autonomous and must be free from interference by any ecclesiastical or political authority; that therefore, church and state must be kept separate as having different functions, each fulfilling its duties free from the dictation or patronage of the other.

## **FOR ALL STUDENTS**

### **PLEDGES AND SCHOOL CONFESSION**

Pledges are to be learned by each student. The School's Confession, the Pledge of Allegiance to the Bible, the Pledge of Allegiance to the Christian Flag, and the Pledge of Allegiance to the Flag will be recited daily in the student's homeroom.



I pledge my HEAD of clear thinking  
My HEART for greater loyalty,  
My HANDS for larger service,  
My HEALTH for better living,  
For my school, my church and my community.

O Lord, I ask thine help as school begins to learn my lesson well  
Be with me when I read and write or when I sing or spell.  
And may I work well and cheerfully until my work is through.  
And may I feel that thou art near to help in all I do.

For mother's love and father's care,  
For brother strong and sister fair,  
For love at home and here each day,  
For guiding us lest we go astray,  
Father in heaven we thank thee.

Little children you must seek whether to be good and wise,  
For the thoughts that you do not speak, shine out in your cheeks and eyes.  
Cherish what is good; drive evil thoughts and feeling far.  
For as sure as you are alive,  
You will show for what you are.

### **PLEDGE TO THE BIBLE**

I pledge allegiance to the Bible, God's holy word  
I will make it a lamp unto my feet and hide its word in my heart  
That I might not sin against God.

### **PLEDGE TO THE CHRISTIAN FLAG**

I pledge allegiance to the Christian Flag.  
And to the Savior for who's kingdom it stands,  
One brotherhood, uniting all Christians in service and in love.

### **USA PLEDGE**

I pledge allegiance to the flag of the United States of America  
And to the Republic for which it stands,  
One Nation under God, indivisible with liberty and justice for all.

## ADMISSION POLICIES

A parent(s) or guardian(s) must desire to cooperate fully with the school in helping to develop their child (ren) academically, spiritually, mentally, and physically.

Students enrolling must be the appropriate age by September 1<sup>st</sup>.

The following steps must be completed at the time of registration for those entering school:

1. Obtain an enrollment packet. Potential students may be interviewed prior to acceptance in the Joshua Christian Academy.
2. Complete all information requested in the enrollment packet.
  - Completed application
  - Current Immunization Record (6 wks –6<sup>th</sup> grade)  
*Florida law requires students to have a Florida Certificate of Immunization (DH Form 680) or an exemption on file.*
  - Current Physical
  - Copy of Social Security Card
  - Copy of most recent Report Card
  - Signed Videography / Photography Release Form
  - Signed Food Program Form (**all students must have a form on file**)
  - Receipt of Handbook Form
  - Scholarship Acceptance Letter from McKay Scholarship Program, Step Up For Students Scholarship Program

If a student is required to take an entrance exam for school placement, **A NON-REFUNDABLE, NON-TRANSFERABLE** testing fee is required.

3. Return the completed Enrollment Packet to the school Office Manager along with the **NON-REFUNDABLE, NON-TRANSFERABLE** registration fee.
4. The non-refundable, non transferable registration fee is due when the completed admission forms are returned to the administrator's office. The enrollment procedure will not continue until the registration fee is received.

# HEALTH AND SAFETY

## A. Guidelines For Immunization, Birth Certificates and Social Security Cards

Any student entering school must have proof of immunization. Students attending Joshua Christian Academy for the first time must meet all state immunization requirements. All dates should include the month/day/year and be written in that order. Form 680 (Florida Certification of Immunization) and form 3040 (Student Health Examination Form) will be provided by your physician, and must be completed and on file in the school office by the first day of school. Public health clinics will provide free immunizations.

1. Before entering Kindergarten and Grade 1 through 6:
  - a. For Kindergarten- If three or four doses of polio are given before the fourth birthday a fifth dose is required.
  - b. Two doses of measles, mumps, rubella (MMR)
  - c. Varicella (Chicken Pox) vaccine or documented history of the disease on a DH 680 form is required. Two doses of Varicella are required for kindergarten and through fourth grade. Each subsequent year, the next highest grade will be in the requirement.
2. Each student should have on file the following:
  - a. Copy of birth certificate
  - b. Copy of the Social Security Card

Failure to comply with these regulations will result in your child not being allowed to begin school.

## B. Illness

A student who is ill or running a fever should be kept at home. When the school deems a student is ill, parents will be contacted and MUST pick up their child. A sick child will not be allowed to remain on campus.

## C. Head Lice

If it is discovered that a student had head lice or “nits” (eggs), the student may not return to the classroom until the school is furnished with a statement from his/her physician or Duval County Health Department (DCF NO NITS POLICY).

## D. Communicable Diseases

JCA desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” shall mean an illness that arises as a result of a specific infectious agent, which may be, transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

If your child develops a communicable disease, please contact the school immediately.

A teacher or staff member who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school principal. The reportable diseases include the following:

- Acquired Immune Deficiency Syndrome (AIDS)
- Aids Related Complex (ARC)
- Amebiasis
- Animal bite of humans only by a potentially rabid animal

Anthrax  
Botulism  
Brucellosis  
Campylobacteriosis  
Chancroid  
Dengue  
Diphtheria  
Encephalitis  
Giardiasis (acute) Gonorrhea  
Granuloma Inguinale  
Hansen's Disease (Leprosy)  
Hemorrhagic Fever  
Hepatitis  
Histoplasmosis  
Human Immunodeficiency Virus (HIV)  
Legionnaire's Disease  
Leptospirosis  
Lymphogranuloma Venereum  
Malaria  
Measles (rubeola)  
Menigitis  
Meningococcal Disease  
Mumps  
Paralytic Shellfish Poisoning  
Pertussis  
Pesticide Poisoning  
Plaque  
Poliomyelitis  
Psittacosis  
Rabies  
Relapsing Fever  
Rocky Mt. Spotted Fever  
Rubella including congenital  
Salmonellosis  
Schistosomiasis  
Shigellosis  
Smallpox  
Syphilis  
Tetanus  
Toxoplasmosis acute  
Trichinosis  
Tuberculosis  
Tularemia  
Typhoid Fever  
Typhus  
Vibrio Cholera  
Vibrio Infections  
Yellow Fever

Any student with a communicable disease for which immunization is available or is required by law shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, JCA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases in the school.

## **POLICY FOR ADMINISTERING STUDENT MEDICATION**

The parent/guardian of the student should complete a Medication Form from the Grade School Office. Form should be filled out completely with all medical procedures and/or information.

### **Office Procedures:**

1. Student will report to the office at the time listed on form.
2. Student's medication will be dispensed to the child as stated on the medication authorization sheet by an authorized office staff, employee at Joshua Christian Academy.
3. Student and office staff will sign and date time medicine was dispensed.

## **RE-ENROLLMENT PROCEDURES**

Standards for readmission are assessed in three areas and may be adjusted at administrative discretion:

### **Academic:**

All students must maintain a grade point average of .60 and maintain a cumulative GPA of 1.5.

### **Behavior:**

All students must demonstrate a satisfactory student discipline record.

### **Attitude:**

All students must demonstrate a positive attitude according to the school's philosophy.

### **Stanford Test:**

Evaluation of a Standardized test.

**All tuition accounts must be current for a student to re-enroll.**

## **Finances**

### **1. Registration Fees**

The registration is non-refundable and non-transferable. A student is considered registered upon receipt of a completed enrollment packet and full payment of the registration fee.

### **2. Tuition Payments**

Annual tuition for the upcoming school term is published each February. Tuition may be paid by any of the following means:

#### **a. Annually**

Tuition may be paid in full at the beginning of the school year. A discount will be given for early payment of tuition.

#### **b. Monthly**

- i. Tuition is paid in nine (9) monthly installments beginning August and ending in April. Students enrolling after September 1, remaining payments are due through May.

- ii. **Monthly Tuition** payments are due on or before the 1st of each month and are considered late after 5:00 p.m. on the 5<sup>th</sup> day. A \$25.00 late fee will be assessed every Friday on unpaid balances.
  - iii. If the 5<sup>th</sup> falls on Saturday or Sunday, payments made by the close of the business day on the following Monday will be accepted without a late fee. Office operating hours are 7:00 a.m. – 5:00 p.m. for accepting finances. **NO FINANCES WILL BE ACCEPTED AFTER 5:00 P.M. AT 5:01 IT IS LATE. NO EXCEPTIONS.**
  - iv. Parents who have made applications for scholarship program (Step Up for Students, McKay) but have not received approval, by August 1<sup>st</sup>, are required to pay the **Registration Fee, Book Rental Fee, Entrance Fee and 1<sup>st</sup> Tuition installment** upon registration.
  - v. April is the final payment month for all installment payments unless your child enrolls after September 1. All payments may only be paid by cash, money order or cashier's check, debit or credit cards.
  - vi. All payments must be paid in the Administration Office unless your payment is being debited from your account through Tuition Express.
- c. **Weekly**

**Weekly tuition payments** are due by **5:00 p.m. each Friday**, prior to the start of the school week. All payments must be paid in the Administration Office by cash, money order, cashier's check, debit or credit card. No payments will be accepted after 5:00 p.m. At 5:01 your payment is considered late. Once you have signed up to pay your tuition weekly you may not switch to monthly tuition payments unless it is in advance of service.

### 3. **Other Fees**

- a. **Extended Day, Transportation and Tutorial fees are due and payable by 5:00 p.m. each Friday prior to the week of service. Once your child is enrolled in these services payment is due regardless of attendance, holidays (including Christmas and Spring Break) or inclement weather, including closings for a hurricane, tornado and etc. fees have been pro-rated for the entire year and are non-refundable and non-transferable. Student will not be allowed to utilize these services until fees are paid.**
- b. **Book rental fees** are due by **July 1<sup>st</sup>**.
- c. **Graduation Fees:** 6<sup>th</sup> grade graduation fees must be paid in full by **December 1<sup>st</sup>** of each year. Late fees will be assessed on fees not paid by **March 1<sup>st</sup>**. All accounts must be current in order for the student to participate in the graduation exercise.

### 4. **Delinquent Tuition**

Prompt payment of tuition is important to the operation of the school's financial requirements. If payment of tuition is not received within five (5) days of when it is due, parents will be given written notification from the school office. Late fees will be applied at 5:01 p.m. on the due date. In the event that payment becomes delinquent more than five (5) days, the parents will be notified that their child(ren) will not be allowed to attend class until their account is current. If a student leaves before tuition or fees are paid in full, and several attempts to collect the fees have been made, the unpaid balance and fees will be sent to the Credit Bureaus.

## 5. Withdrawals

- a. If you withdraw your child after the school year has begun, you are financially obligated to pay the full installment due the first of the month in which your child withdraws.

### Example:

- i. Tuition is due on the 1<sup>st</sup>. If you withdraw your child on or prior to the 1<sup>st</sup>, **you are not obligated to pay tuition for that month.**
  - ii. Tuition is due on the 1<sup>st</sup>. If you withdraw you child on or after the 2<sup>nd</sup>, you are **obligated to pay the full installment for the month.**
- b. **Parents must stop by the school office, complete and sign a withdrawal form.** The form will then be properly processed. Withdrawals are finalized once the form has been returned to the school office and signed by an administrator.
- c. **All outstanding financial obligations must be met before withdrawal is permitted and your child's grades and school records are released. Financial obligation to JCA will continue regardless of the attendance of the student until the withdrawal process is completed. After attempts have been made to collect on an unpaid account, the balance will be forwarded to the Credit Bureaus.**

## 6. Check Procedures

Joshua Christian Academy does not accept checks for payment. JCA accepts cash, cashier check, money order, credit cards or debit cards only. JCA offers Tuition Express whereby your child's tuition can be directly withdrawn from your checking or savings account on the due date. If you utilize tuition express and funds are not available on the due date, the late fee will apply, and will be withdrawn with the tuition payment.

## 7. Arrears

If your child's account is in arrears when report cards are due to be released, the report card will be held until payment has been received in full. This includes payment for lost or misused books, late pick-up fees, dress down fees or any other fee assessed to your child's account.

## 8. Late Pick-up Fees

- a. Students picked up after 3:45 p.m. will be placed in extended day at the rate of \$15.00 per day. Extended Day students picked up after 6:00 p.m. will be charged a late pick-up fee of \$15.00 at the start of the late pick-up (6:00 p.m.) and \$ 2.00 per minute until the student is picked up. **Example: If a child is not picked up until 6:30 p.m., the late fee would be \$75.00.**
- b. The fee must be paid at the time the child is picked up. **If this fee is not paid by the next day, it will be added to the following week's tuition or extended day payment. If the fee is not paid by the beginning of the next week, your child will not be allowed to attend school until the fees are paid in full.** Excessive late pick-up may result in your child being dismissed from school or the aftercare program.

## 9. Dismissals

Parents will be asked to withdraw their child (ren) for the following reasons:

- a. One or both parents will not cooperate with the administration of the school.
- b. A student's lack of academic effort exemplified by poor grades.
- c. A student or parent disseminating information within the Academy that is contrary to fundamental Christian doctrines.
- d. Failure of students to supply school with state immunization requirements or requested records.
- e. Repeated violations of the code of conduct inside or outside of school, school transportation or extended day including threats, intimidation and harassment which has a detrimental effect on the health, safety and welfare of the school, and which causes a substantial disruption of, or interferes with the educational process at school. Repeated violations in school and/or on the school bus will be considered willful disobedience resulting in expulsion from school.
- f. Non-payment of tuition.
- g. One or both parents fighting or disruptive at a school activity or event.

## **CHANGES IN PERSONAL INFORMATION**

Parent(s) are to report to the Administrative Office for any change in their home address, telephone number, place of employment of both the mother and father, and the current emergency contact information. Any other major changes of information recorded on the enrollment forms are to be reported to the office before the day that the change is to be effective.

## **CHAPEL**

Chapel is designed to provide each student an opportunity to fellowship with God and their fellow school mate. The program promotes the worship of God; allowing the students to display the gifts that God has blessed them with.

Chapels are scheduled during the school term. Parents are informed of the scheduled dates, times and attire prior to the program. During chapel, students are expected to be quiet, attentive, courteous, and reverent. Parents are welcome to attend and a place will be designated for you to sit.

## **FIELD TRIPS**

Field trips are planned learning experiences. All trips are properly supervised and all measures will be taken for your child's safety. Parents will be informed of all activities their child will participate in outside the school locale. During the school day, transportation for all field trips will be via school buses.

## **Joshua Christian Academy Attendance Policy**

School attendance shall be the direct responsibility of parents and students. All students are expected to attend school regularly and to be on time for classes to benefit from instructional program and to develop habits of punctuality, self-discipline and responsibility.

Florida State Law 232.10 states that a school year consists of 180 days and parents must submit a signed, written excuse for each absence. **While phone calls are helpful, they will not make an absence excused.**



The only way your child can thoroughly benefit from Joshua Christian Academy is to be in school every day.

Regular attendance in each grading period is necessary for students to be successful in school. A student returning to school from an absence is required to present a written excuse from his/her parent or guardian explaining their absence. The following are acceptable excused absence:

- ❖ Illness
- ❖ Family Illness
- ❖ Doctors Appointment
- ❖ Court Appearance
- ❖ Death
- ❖ Legitimate school business
- ❖ Inclement weather excused by the Director or Administrators
- ❖ Other insurmountable conditions as determined by the directors and or her designee

Unexcused absences occur when a student miss class period for any other reason or does not bring a note signed by the parent or guardian to the office.

## **ATTENDANCE POLICY**

### **I. General Provisions**

- A. School attendance shall be the direct responsibility of parents/guardians and students. All students are expected to attend school regularly, receive total instructional time, be on time for classes?(to benefit from the instructional program) and to develop habits of punctuality, self-discipline, and responsibility.
- B. Open communication between parents/guardians and schools is an integral component of the educational process. Schools and parents/guardians shall work together to encourage student to attend school regularly. Regular attendance in each forty-five (45) day grading period is necessary for a student to be successful in school. Missed work shall be made up for all absences, including suspension. Make-up work shall be allowed for each day of absence. The make-up work must be made-up within a specific time period equaling one-day make-up per one-day absence, counting from the first day the student returns to school. Each student shall receive full credit for such work.
- C. School shall track excused and unexcused absences and contact the home in case of unexcused absences or absences for which the reason is unknown.
- D. If a student has at least five unexcused absences, absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90 calendar day period, the student's primary teacher shall report the student's attendance to the administrator. The administrator will schedule a meeting with the parents or legal guardian and the school's office manager. If appropriate, a contract will be developed and signed by the participating parties. If the contract is violated, the case may be referred to the appropriate authority.

### **II. Definition**

For the purpose of meeting the state requirement of recording attendance in an attendance register, students shall be counted in attendance if they are actually present at school for any part of the instructional day or are away from school on a school day and are engaged in an educational activity which constitutes a part of the school-approved instructional program for students.

### **III. Student Absences and Excuses**

- A. Students returning from an absence shall be required to present a written explanatory excuse from their parent(s) or legal guardian, stating the cause for the absence. The following causes are acceptable excuses for being absent:
  - (a) Illness or injury of the student
  - (b) Serious illness or death in the student's family
  - (c) Inclement weather
  - (d) Official religious holiday of a religious sect or for religious instruction
  - (e) Insurmountable conditions as determined by the school administrator or other designated school personnel.
  - (f) A bus failure or irregular schedule which causes the absence or tardiness of a student who is eligible for and regularly transported by the school.
  - (g) Participating in educational activities which constitute a part of the school-approved instructional program shall be deemed in attendance.

### **IV. Elementary Grades (K-5th)**

- A. Nonattendance Section I. C, during each grading period, the principal or designee shall notify parents/guardians by phone, email or in writing on or before the third absence of the student from school. Within each grading period, parents/guardians shall be notified in writing upon the fifth absence of the student to request their cooperation in preventing further absences. Principals may authorize a waiver of notification if school personnel have determined the student has contracted an illness, such as a communicable childhood disease, resulting in an extensive number of absences.
- B. Students who are absent shall receive a grade of zero (0) for work missed for the day (s) in which the absences(s) occur. Students shall be responsible for making up missed work for each absence. Students shall receive appropriate grades for the make-up missed work for each absence. Students shall receive appropriate grades for the make-up work to replace the zero (0). The make-up work must be made –up within a specific time period equaling one-day make-up per one-day absence, counting from the first day the student returns to school.
- C. The Administration shall develop a written incentive plan for encouraging and motivating students to attend school. Incentives may include certificates awards, special events or participation grades for exemplary attendance.
- D. Nonattendance for instructional activities is established by an accumulation of tardiness, early checkouts and absences for all or any part of the school day. For learning activities to be fully effective, it is reasonable to require that each student arrive to class on time and remain for the entire school day. A student who is

tardy to class or who is checked out not only places his or her learning in jeopardy but also interrupts the learning of other students.

1. Tardiness is defined as the physical absence of a student in the classroom at the beginning of a regularly scheduled session at which he or she is scheduled to be present when the school tardy bell rings.
2. Early checkout is defined as a parent or guardian signing out a child before the end of the school day.
3. A parent/guardian shall notify the school as to the reason for the tardiness or early checkout. Justifiable reasons shall be determined by the administrator.
4. Schools shall establish procedures for early checkouts that ensure students are treated consistently. A student should not be release within the final forty-five minutes of the school day unless the administrator or /designee determines it is an emergency or an excused event.
5. The School will provide a written notice to parents/guardians after three tardies or three early checkouts within thirty days. Additional tardies or early checkouts will result in the following interventions:
  - a. A mandatory parent/guardian conference with the office manager.
  - b. A mandatory conference with the administrator.
  - c. In accordance with the Code of Student Conduct, other appropriable penalties beyond the regular school schedule or appropriate counseling programs for students and parents/guardians may be administered at the school administrator or designee's discretions.
6. Students will not be recognized by the school for perfect attendance when they have three or more unexcused tardies or three or more unexcused early checkouts.
7. The accumulation of unexcused tardies or six early checkouts in any forty-five day grading period will result in the student and their parents/guardians being referred for the following interventions:
  - a. Conference with the Administrator or designated staff.
  - b. Referral to the Attendance Intervention Team.
8. For the purpose of this policy tardiness and early checkout without an acceptable **excuse are seen as violation of 1003.21, F.S. (compulsory attendance).**
9. A parent or guardian may appeal an unexcused tardy or unexcused early checkout if the parent or guardian has documented proof of a student's chronic illness as a reason for the tardiness or early checkout.

## **TARDINESS/LATE TO SCHOOL**

Learning punctuality is an important part of growing up, and children profit from the model set by their parents in getting them to school on time.

### **DEFINITION**

A student is considered tardy when arriving to school after the 8:30 AM bell. A student arriving to school after 9:30am is considered late. **No students will be accepted after 9:30 a.m. unless arrangements have been made in advance, an emergency occurs or student is accompanied by parent or note.** No students will be accepted after 12:00p.m. for any reason, unless prior arrangements have been made by parent with the administrator.

### **TARDY POLICY**

- A. Tardiness is defined as the physical absence of a student in the classroom at the beginning of a regularly scheduled session at which he or she is scheduled to be present. A student's tardiness shall be excused when the reason given for tardiness is acceptable to the administrator or designee. Examples of acceptable reasons for tardiness are the same as the examples of acceptable reasons for excused absences.
- B. A student has the responsibility to be in class on time. A student failing to make an effort to attend class in a timely manner shall be considered truant and subject to disciplinary action. A student's excessive unexcused tardiness shall be considered willful disobedience, and the student shall be subject to disciplinary action.
- C. Accumulation of tardies shall be on a nine week grading period.

### **Consequences or Disciplinary Actions for Tardiness in a Grading Period**

For the first three (3) tardies, the tardies are documents and the consequence shall be student notice and verbal warning by the teacher or school office manager.

### **EXCUSED AND UNEXCUSED TARDINESS**

All tardiness to school will be considered unexcused unless it is due to illness, family emergency, medical, or business appointments and accompanied with the appropriate note. If a student is tardy to school or a specific classroom as a result of school business or a late school bus, the tardiness will be excused.

### **STUDENT RESPONSIBILITY**

**A student who is tardy must report to the School Administrative Office:**

The student must obtain a tardy slip from the School Office manager and present it to the teacher for admittance into the classroom.

## UNEXCUSED TARDINESS

The following measures will be taken by the school for unexcused tardiness during a quarter or nine-week period.

### 9 week Grading Period

**3rd Tardy** Notice of Concern sent home + parent/guardian conference

**4th Tardy** 2 day Detention (3:30 pm – 4:15 pm)

**5th Tardy** 5 days Detention (3:30 pm – 4:30 pm)

**6th Tardy** ISSP (In School Suspension + Parent Conference)

**7th Tardy** Alternative Consequence

**Failure to attend After School detention or In School Suspension will result in suspension. Parent must have student and administration conference.**

**Parents are responsible for supplying transportation for their child after serving detention.**

## HALL PASSES

During the school day, a student in the halls **MUST** have a hall pass. Hall passes are to be limited to emergency situations. Before a student leaves the classroom, the teacher must sign the hall pass record sheet in the student's planner indicating the student's destination and the time he/she is leaving the room. When the student returns, the teacher will indicate the time on the student's hall pass log sheet. Administrator and staff check passes on a regular basis.

## ELEMENTARY SCHOOL CONSEQUENCES

1. Verbal Warning
2. One After-School Detention (3:30 pm – 3:45 pm)
3. Two Days Detention (3:30 pm – 4:00 pm) / Parent Conference

## HALL TRAFFIC

Students should be allowed to converse freely with their friends, but the following rules will be enforced:

- Stay to the right when walking in the halls
- No loud talking or yelling
- No running
- No pushing or shoving
- No destruction of school property
- No horseplay or roughhousing
- Loitering in the hall will result in disciplinary action
- Any other discipline rules that apply to the movement of the student traffic in the halls will be enforced

**The main office is closed to through traffic. It is not to be used as a hall way.**

## Discipline

The school and home must be parallel in the disciplinary outlook for the moral and academic training to be effective. Only a philosophy and practice based on the revealed Word of God is acceptable. Some guidelines are listed below.

Discipline has moral content. It is positive and negative because it is written, “Be holy; for I am holy” (1 Peter 1:16). Christian love is at the heart of all discipline. The “dark side” of love (correction and chastening) is an essential part of firmness in love. The two must be balanced. Firmness minus love becomes harsh; whereas, love minus firmness is sentimentality.

Both errors produce problems. “My son, despise not the chastening of the Lord; neither be weary of His correction: for whom the Lord loveth He correcteth; even as a father the son in whom he delighteth” (Proverbs 3:11-12). The responsibility and authority to discipline come from the God.

All discipline is designed to show the child that “all have sinned and come short of the glory of God” (Romans 3:23) and to lead him to submit himself cheerfully to God and His perfect will (Gal. 3:9-24).

Once a student has broken a rule that requires disciplinary action, it is important for the student to learn the responsibility of consequences. JCA asks each parent to help in this learning process by supporting the decisions of the administration in the area of discipline.

The Christian life is one of control. Students know what Christian behavior is, and such behavior is expected of them. While discipline is basically positive training, there is the negative side of correction and adherence to rules.

It is the duty and responsibility of the school’s administrative officials to maintain discipline and a safe learning environment so that learning can take place. The administrators will exercise their authority by removing any student from Joshua Christian Academy by way of suspension or expulsion for the following violations:

Instruction should occur in an environment that is conducive to learning. Good order and discipline are essential to effective instruction and to the ability of students and school personnel to work cooperatively toward mutually recognized and accepted goals. The rules outlined in the Code are designed to ensure that this primary reason for the existence of school is achieved. Any behavior that prevents learning from taking place is unacceptable and will result in the appropriate consequence.

Joshua Christian Academy is committed to maintaining a safe, secure, and respectful school environment that reflects the highest standards of our community and society. All persons, students, teachers, administrators, parents, and others on our campuses are expected to conduct themselves in a considerate and respectful manner and support a safe and respectful school environment conducive to learning and constructive, civil dialogue. Teachers, administrators, and staff must operate in a safe and secure environment and receive the respect their positions demand if they are to effectively perform their duties. Offensive language, threats, assault or any other disrespectful or intimidating conduct directed toward a teacher or other school district employee will not be tolerated. Any such conduct by any student will result in immediate removal of the student from the subject classroom or school environment and requires parental engagement and school discipline.

Per state requirements outlined in 1006.07 – 1006.148 F.S. and to assist students, parents, guardians, administrators, and school personnel in maintaining such an effective learning environment, the Code of Student Conduct will:

- ❖ Identify classifications of infractions and describe procedures for disciplinary actions
- ❖ Identify formal disciplinary actions and interventions designed to improve student behavior
- ❖ Standardize procedures for administering formal disciplinary actions and interventions
- ❖ Describe roles of the home, student, school and school personnel
- ❖ Describe rights and responsibilities of all students and parents/guardians
- ❖ Outline general code of appearance
- ❖ Inform parents/guardians and students of the Internet Safety and Acceptance Use Agreement

It is the responsibility of both student and parent/guardian to know the rules of the Code of Student Conduct and to support the fair and impartial administering of the rules. With age and maturity, students will be expected to assume greater responsibility for their actions. Students are responsible for accepting the consequences for actions that may violate the Code of Student Conduct. It is the responsibility of the parent/guardian to ensure that their child behaves appropriately and demonstrates respect for all school staff, especially teachers, at all times. Repeated acts of disrespect and willful defiance will result in suspension from the regular learning environment. In turn, the district will do its part to assist students with learning from their mistakes in order to maintain a healthy culture and climate conducive to achieving positive learning outcomes. It is the responsibility of school personnel to be aware of the specifics of the Code of Student Conduct and to apply them appropriately. It is the responsibility of the school to convey information regarding school policies and procedures.

As in all learning environments, respect for the process is essential to its success. As such, students are expected to behave in a manner that does not disrupt their own learning or that of their classmates. Joshua Christian Academy takes this responsibility very seriously, and through partnership with parents/guardians will ensure that student misbehavior is developed and managed appropriately. The progressive discipline structure of this Code allows for opportunities to intervene with students who struggle with maintaining desirable behaviors early in the process, and hold students accountable for their actions should the behavior become chronic and/or more aggressive.

## Discipline Policy

Our discipline policy at Joshua Christian Academy is love with firmness and guidelines. We have a series of steps, both positive and negative. The steps taken toward correcting escalate up a ladder, as rules are broken. For instance, the children's names are in a Wall Pocket Chart, and when your child is corrected, the procedure is as follow:

- Step #1**      Child's name is called, eye contact is made and held, and then the lettercard is removed and inserted in the slot behind the other cards.
- Step #2**      Same procedure as Step #1, except the child now has time out and the letter card slides again behind the other cards.
- Step #3**      Same procedure as Step #1, except the child now works alone and the lettercard is moved again behind the other cards.

- Step #4** Same procedure as Step #1 but parents are informed on the behavior sheet the specific rules(s) that have been broken. This behavior sheet must be read, signed, comments made concerning the discipline steps taken at home, and returned.
- Step #5** If your child has escalated up the ladder to Step #5, all within “one week”, you will receive a phone call and additional consequence may be imposed.
- Step #6** If behavior does not improve with parent intervention, the student may receive a referral suspension, or possibly dismissal.

When the child returns the following day, he/she begins with a new slate. However, should he/she continue to break the rules, the above steps accelerate at a faster rate. Should the misbehavior continue, it would be necessary to have a parent conference. Parents we realize, if your child escalates to Step #6 this will cause an interruption in word. However, when a child insists on not abiding by the rules, it is unfair to the rest of the children, as well as the teacher, to allow that to continue. At the same time, it is being totally unjust to the child breaking the rule, to ignore the behavior that needs re-channeling.

## CLASSIFICATIONS OF INFRACTIONS

Infractions of the Code of Student Conduct are grouped into four levels:

- |                  |           |
|------------------|-----------|
| ❖ Minor          | Level I   |
| ❖ Intermediate   | Level II  |
| ❖ Major          | Level III |
| ❖ Zero Tolerance | Level IV  |

Each classification is followed by a disciplinary procedure that is to be implemented by the Executive Director/designee. The document is set up to ensure that principals and school administrators are consistent with administering discipline for infractions of the Code of Student Conduct. Consequences should be delivered based on the charts included in this document and the number of instances that particular infraction has occurred as indicated from left to right within each level. **Parent/Guardian contact, either written or verbal, should be made each time a student is disciplined by an administrator.** If necessary, students involved in a fight or dispute and are assigned In School Suspension will be separated during their suspension to avoid further conflict. In this instance, one student will serve his/her consequence for the assigned number of days and the other student will serve his/her suspension after the first student is released.

It is understood that when an infraction of the Code of Student Conduct occurs, the student’s explanation shall be heard by the principal/designee before determining the classification of the infraction. The principal or designee will review each case, including all documentation provided by staff and other witnesses, individually before assigning consequences. Florida Statutes 1003.31, 1003.32, 1006.07, and 1006.09 describe responsibilities of the school principal or other designated staff designated by the executive director.

Classroom teachers will address general classroom disruptions or minor offenses by taking appropriate and documented in-class interventions and/or disciplinary actions. It is expected that appropriate school staff (e.g., teachers, school counselors, administrators) will always make personal contact with parents/guardians when misbehavior occurs, and hold parent/teacher



conferences to address the student need. When such measures do not cease the minor disruption, a disciplinary referral is appropriate and a close collaboration between the school and home should result in frequent communication and intervention implementation to help correct the misbehavior. **(Failure to bring notebook, pencil, books, required materials and equipment to class, or failure to work in class, are not cause for disciplinary referrals).**

**NOTE I: REPEATED INFRACTIONS:** Repeated infractions of the Code of Student Conduct in school and/or on the school bus will be considered willful disobedience and/or open defiance of authority resulting in possible suspension or expulsion from school and/or the school bus for the remainder of the school year or a specific period of time. Such patterns of behavior will also warrant consideration for enrollment at one of the alternative education centers for students in grade 4 through 12.

**NOTE II: HAZING:** There shall be no type of hazing during any district sponsored event, club, organization, or class within the school or off campus. Hazing shall be defined as any action or situation for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the school which recklessly or intentionally endangers a student's mental or physical health or safety. Acts of hazing shall be addressed and will result in the appropriate consequence being administered in accordance with the Code of Student Conduct.

**NOTE III: SEARCH AND SEIZURE:** Federal and state laws grant individuals reasonable expectations of privacy and freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school's responsibility to protect the health, safety and welfare of all students. Students may be subject to search of person or property if a reasonable suspicion exists that the student may have violated the Code of Student Conduct or state or federal law. Be advised that, upon reasonable suspicion, student lockers and other storage areas (including, but not limited to, motor vehicles, book bags, 6 pocketbooks, notebooks, pockets, personal electronic devices, etc.) may be searched. Additionally, school personnel are permitted to conduct administrative searches for weapons and other contraband absent reasonable suspicion. Administrative searches shall be carried out with a neutral plan for execution and in the least intrusive manner.

**NOTE IV: PROHIBITED ITEMS:** Be advised that students will be held responsible for prohibited items in their personal control, such as items located in vehicles, book bags, clothing or items belonging to someone else.

## **ELEMENTARY SCHOOL DISCIPLINE PROCEDURES**

### **A. CLASS I OFFENSE**

- 1.01 Loitering
- 1.02 Minor dress code violation
- 1.03 Tardies (2 per day)
- 1.04 Failure to follow directions
- 1.05 Chewing gum, eating/drinking in class
- 1.06 Talking without permission
- 1.07 Throwing objects
- 1.07 P.E. uniform violation
- 1.08 Out of class without a pass
- 1.09 Disorderly conduct in hallway/cafeteria
- 1.10 Disruption in class
- 1.11 Reserve for future use

**Note: Continuous/repeated disruptive behavior may constitute a class II offense**

- Illegal organizations (any participation in prohibited secret societies)

## **CLASS I OFFENSES**

These are the most common class of offenses that occur at JCA. Although some of the offenses listed in this class may appear to be insignificant and trivial, these offenses can drastically interfere and disrupt the learning process. Teachers and staff will use the Step System in dealing with Class I offenses.

Students will be issued a seal in their planners when a Class I offense has occurred.

Step 1	Note to parent and parent signature required
Step 2	Note, sent to the counselor and parent phone contact by teacher
Step 3	Follow steps utilized in disciplinary plan for Grade level.

**Any of the following consequences may be implemented once a student has reached Step 3:**

- A. Warning/Counseling
- B. Parent-Student-Teacher Conference
- C. One or two days of after school detention
- D. In-School Suspension (ISSP)
- E. Out-of-School Suspension
- F. Alternative consequence deemed necessary by administration.

## **CLASS II OFFENSES**

**Automatic Referral (No notes are issued for Class II offenses)**

A referral is a written form that refers problems to an Administrator and the parents.

- 2.01 Direct Disobedience
- 2.02 Major disruptive behavior/conduct
- 2.03 Bullying/intimidating students
- 2.04 Inciting/sowing discord amongst students
- 2.05 Disrespect to adults
- 2.06 Failure to attend Detention
- 2.07 Tampering with school property
- 2.08 Displays of affection (including holding hands)
- 2.09 Possession/use of nuisance objects
- 2.10 Major dress code violation
- 2.11 Bringing cell phones, video games, or headphones to school
- 2.12 Dispute – Lower level confrontations such as pushing and shoving or altercations, which stop upon verbal command.
- 2.13 Unauthorized use of instructional technology
- 2.14 Non-conformity to general code of appearance
- 2.15 Inciting or participating in a major student disorder
- 2.16 Using unacceptable gestures
- 2.17 Coercing a student to commit an infraction
- 2.18 Use of wireless communication devices
- 2.19 Defamation of characters

- 2.20 Using unacceptable body gestures
- 2.21 Throwing items or objects on students with the intent to cause physical harm
- 2.22 Cheating or copying the work of others
- 2.23 Failure to adhere to safety rules and guidelines
- 2.24 Possession or usage of matches or lighters
- 2.25 International threat of lighters
- 2.26 Gang activity or expressions (willful use of overt language or action indicating related association)
- 2.27 Use of device to record a fight of school employee or student
- 2.28 Possession of stolen property
- 2.29 Teasing/Intimidation or ridicule
- 2.30 Fighting or striking a student on a school bus
- 2.31 Physical attack
- 2.32 Reserve for future use

## **CLASS III OFFENSES**

### **Automatic Referral (No notes issued for Class III offenses)**

- 3.01 Fighting
- 3.02 Property damage or defacing school (Vandalism)
- 3.03 Stealing/Possession of stolen property
- 3.04 Skipping Class
- 3.05 Lying/Forgery
- 3.06 Cheating
- 3.07 Arguing with an adult
- 3.08 Writing or using unacceptable language
- 3.09 Slap boxing and or wrestling
- 3.10 Publicly criticizing school
- 3.11 Unauthorized use of filming and showing videos of incidents occurring on campus
- 3.12 Destroying a teachers property
- 3.13 Inappropriate touching of another student
- 3.14 Throwing food or any items in the cafeteria
- 3.15 Gambling
- 3.16 Unauthorized use or disbursement of medication
- 3.17 Leaving school grounds without permission
- 3.18 Reserve for future use
- 3.19 Walk out of class without permission
- 3.20 Plagiarism
- 3.21 Possession of items and throwing with the intent to commit physical harm
- 3.22 Lewd, Indecent, or Offensive Behavior
- 3.23 Sexual Harassment
- 3.24 Unjustified Activation of Van
- 3.25 Sexual offenses
- 3.26 Stalking
- 3.27 Defamation of character
- 3.28 Unauthorized use of instructional technology
- 3.29 Major altercations
- 3.30 Stealing or use of Counterfeit Bills

**Note: Parent/Guardian will be responsible for the cost of repairs resulting from the damage of property by their child/children.**

**Failure to Adhere to Safety Consideration-** Any action that endangers self or others or has the potential to create danger and destruction. Examples may include situation resulting in the immediate area of being cleared, throwing of dangerous objects which could cause bodily harm.\

**Note:** Any conduct which significantly disrupts all or portions of campus activities (greater than one classroom) school-sponsored events or school bus transportation may constitute a Level III offense.

The use of unacceptable language or profanity will include (but not limited to) the following terms and/or phases:

4. Sucks (that sucks, you suck, and etc.)
5. Pisses off
6. Freakin
7. Green (that's green, you're green)
8. Gay (that's gay, you're gay)

Any of the following consequences may be implemented:

1. In- School Suspension
2. 1-5 days of Out-of-School Suspension
3. Probation
4. Educational Solitary Confinement Program
5. Expulsion

## **CLASS IV OFFENSES**

### **Automatic Referral (No notes are issued for Class IV offenses)**

- 4.01 Possession/use alcoholic beverages, tobacco products, illegal substances, or drug paraphernalia.
- 4.02 Threatening to do harm to a teacher, student, or any staff member.
- 4.03 Student-to-student Harassment.
- 4.04 Immoral conduct/behavior.
- 4.05 Unjustified activation of the fire alarm.
- 4.06 Striking an adult.
- 4.07 The use of profanity to an adult.
- 4.08 Possession or use of pornographic or lewd materials of any type (including the Internet).
- 4.09 Fighting at an athletic event with the opposing team, fans, or using profanity at such an event.
- 4.10 Inappropriate sexual conduct.
- 4.11 False alarms/Bomb threats
- 4.12 Profanity
- 4.13 Theft / Robbery
- 4.14 Assault weapons
- 4.15 Offensive behavior
- 4.16 Using unacceptable gestures
- 4.17 Coherence a student to commit an infraction
- 4.18 Use of wireless communication
- 4.19 Defamation of character
- 4.20 Being in an unauthorized area
- 4.21 Inappropriate touching of another student
- 4.22 Disbursement of inappropriate material
- 4.23 Possession/use of cigarette lighters and flicking to cause damage in class structure setting.

- 4.24 Possession of any illegal substance with the intent to sell or distribute to another person.
- 4.25 Extortion
- 4.26 Inciting a riot
- 4.27 Multiple referrals
- 4.28 Arson
- 4.29 Armed robbery
- 4.30 Possession of a fire arm
- 4.31 Use of deadly weapon
- 4.32 Bomb threats
- 4.33 Explosives
- 4.44 Aggravated battery
- 4.45 Any major offense which is reasonably likely to cause great bodily harm or serious disruption of others educational process.

Infractions marked with an asterisk will require immediate police notification and possible arrest, as determined by enforcement (Executive Director).

### **Suspension**

The student shall be given notice of charges against him/her and shall be given the opportunity to present his/her explanation of the situation before any action is taken.

When a suspension is necessary, the principal/designee will make every reasonable effort to contact the parent/guardian immediately. Written notice shall be sent to the parent/guardian via U.S. mail within forty-eight (48) hours, regarding the reason disciplinary action was taken. Generally, a notice and conference would precede the student's suspension from school. However, if the immediate suspension of the student is justified because the student's presence endangers others, school property, or would seriously disrupt the orderly academic process, the mailed notice will follow as soon thereafter as is practical. The parent/guardian may request a conference with the principal/designee regarding the suspension.

### **Level IV Offenses**

The principal is initially responsible for determining that an offense has been committed. In investigating such incidents, the student will be given, in writing, the pending charges and an opportunity to admit or refute those charges. It should be noted that any statement the student makes might be used, with other documentation, to prove whether the student is guilty of the offense(s) charged.

The principal will review the above documentation with the parent/guardian. If, at the disciplinary conference, the principal concludes that extenuating circumstances exist, the student will be eligible for admission back into school following the determination of appropriate disciplinary action to be taken.

In the absence of extenuating circumstances, the principal may, at his/her discretion, recommend an alternative school or other programs provided by the school district. Should the parent/guardian be offered this opportunity and declines it, the principal shall recommend expulsion and immediately send all of the documentation of the incident to the School Board Hearing Officer.

At this time, the Executive Director acting as the Board designee, shall review the facts pertaining to the offense and shall request a conference with the parent/guardian and the suspended student within the suspension period.

**Bus Revocation-**Bus riding is a privilege, which may be revoked. If a student repeatedly displays inappropriate behavior on a bus, the student may be referred to the appropriate administrator for possible revocation of bus privileges. Commission of a Level IV Offense on a school bus will result in revocation of bus privileges.

**Expulsion-** Removal of the right and obligation of a student to attend a private school under conditions set by the private school for a period of time not to exceed the remainder of the school year and one (1) additional year of attendance.

The school may expel a student from school based on grounds specified in the Code of Student Conduct. Expulsion means the removal of the right and obligation of a student to attend school under conditions set by the school, and for a period of time not to exceed the remainder of the term or school year and an additional year of attendance. Expulsions may be imposed with or without continuing educational services and shall be reported accordingly. The school has the sole authority to expel students pursuant to Florida Statute 1006.07.

## **CRIMINAL OFFENSES**

Student will be referred to the appropriate Law Enforcement Agency.

## **FORMAL DISCIPLINARY ACTIONS AND PROCEDURES**

**Any of the following consequences may be implemented:**

1. Parent – Student – Teacher Conference
2. Before/After school detention (assigned to a designated area on campus at the beginning or end of regular school day for a specified period of time.)
3. In-School Suspension (ISSP)
4. Out – of – School Suspension
5. Probation
6. Felonies
7. Behavioral Contracts
8. Discipline work assignments-supervised
9. Cafeteria Detention
10. Class Suspension
11. Network/Internet Suspension
12. Saturday School
13. School Board Hearing (Board of Trustees Behavioral Contract
14. Expulsion

**The following consequence may be implemented:**

1. Expulsion (parent(s) and student meet with the Administrator).
2. Depending on the nature of the infraction, a student may be detained by a school official until being turned over to the appropriate law enforcement officer.

## **EXPLANATION OF CONSEQUENCES**

### **Before / After School Detention**

Detention will be assigned and supervised by a faculty member or Administrator. The student will be given at least one day's notice, and he/she must keep the assigned detention and provide his own transportation. Failure to serve detention will result in an automatic one day Out-of-school suspension. Detention dates can be rescheduled if students make arrangement before the detention date. All students must meet in the designated teacher's classroom by 3:35 p.m. or with an Administrator.

### **In-School Suspension (ISSP)**

ISSP will be held on various days of each week. ISSP is an alternative to Out-of-School Suspension. It will be a workday for all students. All students must report to the Administrator's office by 8:30 a.m. Students must be in dress code or parents will be contacted and students will be sent home and suspended.

### **Out-Of-School Suspension**

Students who are disciplined in this manner are not allowed to come on school grounds on the specified dates. This includes athletic events, extracurricular activities, or any function related with the school. Students are allowed to make-up all missed assignments, including test, as outlined in the make-up work policy.

### **Probation**

Students who are continuously in the office will be placed on disciplinary probation. The terms of each individual's probation will be at the discretion of the Administrator. If a student violates the terms of probation, he/she will be given alternative consequences determined by the Administrator or suspended. Academic probation will be assigned to students performing below average.

### **Felonies Committed by Students**

Following appropriate due process procedures, a student charged with a felony or delinquent act that would be a felony if committed by an adult, whether it occurred on or off the school property, may receive alternative educational services. Such assignment may be made upon determination that the student is eligible according to federal and state program criteria, and:

- ❖ The nature of the offense is such that the student poses a threat to safety of other students or personnel at school
- ❖ The student's safety is at risk by remaining in school with other students.

### **Cafeteria Detention**

Student (s) will be denied of the privilege of eating meals in the cafeteria with other students for a specified period of time and assignment to another area in the school for meal(s).

### **Class Suspension**

Student (s) will be denied of the privilege of attending an individual class for a specified period of time and assignment to another area in the school for the time that class meets.

### **Network/Internet Suspension**

Certain technology based infractions may result in a suspension of network and internet access. Alternative instructional material may be provided.

**Saturday School**

Saturday Day School is designed to promote timeliness and good school attendance. Saturday school hours are from 8:30 am – 11:30 am. Students who are referred to Saturday school must be accompanied by a parent.

**School Board Hearing (Board of Trustees)**

The Executive Director with the Parent/Guardian and Designee Staff are given the opportunity to conference openly before the board (for Class IV offenses only).

**Peer Mediation**

A scheduled meeting with the parent/guardian that takes place on campus with parent/guardian/student and school representative in attendance. Phone calls will not suffice as a parent conference.

**Student Accountability Board**

An adult led restorative session with the assistance of trained mediators and the referred student where strategies, interventions, restitution, and/or recommendations are offered as consequences for the infraction committed. All parties must agree.

**Counseling Referral/Intervention**

Referral to guidance for social/emotional support.

**Refer to AIT**

Attendance Intervention Team-Administrator refers student to AIT as an intervention to improve attendance.

**Planned Discussion**

One or more adults confer with a student about a particular concern and develop a plan for resolving it.

**Goal Setting**

Opportunity for student and school official to meet and develop strategic goals relating to student's success. Plan should be followed up by adult that drafts it and any other adult on campus outlined in the plan.

**Mentor Partner**

School based mentoring program developed for students that need more support with academics or behavior management. Adult will advise or train students to use replacement behaviors and act as an extra layer of support. All external mentors should complete and be approved through Family and Community Engagement/Volunteer Management.

**Check In/Check Out**

A group oriented intervention designed especially for students whose problem behaviors would be supported by increased positive adult contact, embedded social skills training, and positive reinforcement.

**Teacher Student Mediation**

Mediation led by admin, between teacher and student. This should not be used for student accountability board.



**Restitution**

A restoring of something lost or stolen to its proper owner; recompense for injury or loss. In restorative justice, this is used with the referred student makes a mends with the victim of their behavior.

**Restorative Session**

Before or after school session with students to provide a restorative approach to discipline. This should not be used for detention.

**Social Skills Lesson**

Lesson for students that need extra support with social skills; lessons learning for life and etc.

**Meaningful Work**

A school based jobs program that gives students responsibility and so it helps them develop purpose, self-worth, and a sense of belonging.

**Self-Monitoring Tool**

Document that is provided to student that allows student to self-monitor behavior; this should be done with progress monitoring.

**Letter of Apology**

Student write apology to student or school official.

**Network/Internet Suspension**

Certain technology-based infractions may result in a suspension of network and/or internet access. Alternate instructional materials may be provided.

**Felonies**

Felonies committed by students following appropriate due process procedures, a student charged with a felony or delinquent act would be a felony if committed by an adult, whether it occurred on or off school property, may receive alternative educational services. Such assignment may be made upon determination that the student is eligible according to federal and state program criteria, and:

1. The nature of the offense is such that the student poses a threat to safety of other students or personnel at school.
2. The student's is at risk by remaining in school with other students.

**Expulsion**

Students who commit an offense that is deemed in gross violation of the Christian philosophy or who commit any other expulsion offense will be removed from the school for the remainder of the school year. Depending on the nature of the infraction, a student may be detained by a school official until being turned over to the appropriate law enforcement agency. Students who are expelled will have EXPULSION placed on their transcripts. Students will also be subject to expulsion for continuous infractions of any class discipline offense. Students may not apply for re-admission until one entire semester has passed.

**The recommendation of the principal to exercise this policy must be approved by the Director and Board.**

**Van Behavior**

Students who commit Class, I, II, III, or IV offenses while being transported on a school bus, or any other contracted mode of transportation will be disciplined according to the Code of Student Conduct.

## Hazing

There will be no type of hazing during any district sponsored event, organizations, or class within the school or off campus. Hazing shall be defined as any action or situation for the purpose of invitation or admission into any organization operating under the sanction of the school which endangers a students' mental or physical health or safety.

## Discipline

When a student in grades K – 6<sup>th</sup> obtains the minimum threshold of 12 points based on a pattern of behavior specific to the Discipline Rubric, he/she may be referred to the Dean/Principal/Executive Director. Student may be assigned to the Educational Solitary Confinement Program when the minimum points threshold has been met and determined that a student be placed at the Educational Solitary Confinement Program.

Code	Description * The Point Value will increase by one with each additional occurrence.	Rubric Weight
<b>Disruptive Behaviors</b>		
1.01	Disruptive in Class	.50
1.03	Disorder outside of class	.50
1.05	Profanity	.50
2.01	Failure to Adhere to Safety Consideration	2
2.05	Intentional Threat of a School District Employee or Agent	3
2.06	Intentional Threat of a Student	2
2.07	Physical Attack of a Student	3
2.08	Dispute	2
2.09	Fighting (Mutual combat, mutual altercation)	3
2.10	Initiating a Fight	3
2.11	Fighting or striking another student on bus	3
2.12	Response to Physical Attack	1
2.22	Obscene, Profane, or Offensive Language or Gestures directed to a School District Employee	2
2.23	Leaving School Grounds/Activity	1
2.28	Failure to adhere to safety consideration on bus	1
2.31	Unjustified Activation of bus emergency system	1

The ESE (Educational Solitary Confinement) alternative center will serve K5 thru 5<sup>th</sup> grade students that exhibit a pattern of continuous and aggressive behaviors that violate the Code of Students Conduct. Students will be referred to the hearing office for violation of these types of infractions. Assignment will be based on one of the following rules:

### Multiple Aggressive Infractions

When a student in grades K – 6<sup>th</sup> incurs a third code infraction from the following group, he/she may be referred to the Hearing Office for consideration for Homebound. Students may be assigned up to one calendar year.

2.07	Intentionally Striking Another Student
2.09	Fighting (Mutual combat, mutual altercation)
2.11	Fighting or Striking a student on a School Bus

3.12	Striking of a Student, School Employee or Agent Resulting Bodily Harm
3.13	Inciting or Participating in Major Student Disorder
3.19	Major Dispute or Altercation

The Parent Conference Checklist contained in the Educational Solitary Confinement Program Admissions Packet must be given to parent/guardian during the parent/guardian conference. The Parent Conference Checklist serves as written documentation that the parent/guardian was informed of the charges against their child, provided an opportunity to refute or show mitigation to the charges, and discuss alternative disciplines. The Parent Conference Checklist also serves as documentation of parent/guardian's decision regarding the student's placement at an alternative school and informs the parent/guardian of the Appeal Process.

If a satisfactory resolution between the parent/guardian and school administrator cannot be obtained, the parent/guardian may request a review. This is a review of documentation only and does not involve a formal hearing. The Executive Director review will result in a written response within two (2) working days.

Following the review of the principal's decision by the Executive Director or his/her designee, upon request, a parent/guardian may have an administrative review. The Hearing Officer will have this responsibility. The Hearing Officer will issue a final order upon the completion of the administrative review. (This is the final step in the process and the Hearing Officer's recommendation is the final decision from the Board).

Once an Alternative Education Center packet has been forwarded to the Hearing Office there are two ways that the packets are evaluated.

- a) Students that have never been assigned to alternative school will have their Alternative School Packets processed through an administrative review (This does not include a formal hearing). If the parent has not requested an appeal before this point the decision is final. (A formal hearing may be scheduled at the Hearing Officer's discretion, if necessary)
- b) Students that have attended the Alternative Center will be contacted for a formal hearing with the Executive Director and affiliates.

### Discipline Rubric

- a. When a student in grades 7<sup>th</sup> – 12<sup>th</sup> obtains the minimum threshold of 12 points based on a pattern of behavior specific to the Discipline Rubric, he/she may be referred to the Principal/Dean/Executive Director.
- b. Student may be assigned days to the Alternative Education Center when the minimum point's threshold has been met.

Code	Description	Rubric Weight
<b>* The Point Value will increase by one with each additional occurrence.</b>		
<b>Fighting/Disturbance</b>		
2.05	Intentional Threat of a School District Employee or Agent	3
2.06	Intentional Threat of a Student	2
2.07	Physical Attack of a Student	3
2.08	Dispute	2
2.09	Fighting (Mutual combat, mutual altercation)	3
2.10	Initiating a Fight	3
2.11	Fighting or striking another student on bus	3
2.12	Response to Physical Attack	1

3.12	Striking of a Student, School Employee or Agent Resulting Bodily Harm	3
3.13	Inciting or Participating in Major Student Disorder	2
3.19	Major Dispute or Altercation	3
<b>Sexual Offenses/Offensive Language</b>		
2.21	Verbal Sexual Harassment	2
2.22	Obscene, Profane, or Offensive Language or Gestures directed to a School Employee	2
3.09	Lewd, Indecent, or Offensive Behavior	2
3.10	Physical Sexual Harassment	3
3.11	Sexual Offenses	2
3.22	Sexual Assault	3
3.24	Teen Dating Violence or Abuse	3
<b>Theft/Vandalism</b>		
2.15	Vandalism (resulting in damages less than \$200)	2
2.16	Stealing or Use of Counterfeit Bills	2
2.17	Possession of Stolen Property	2
2.30	Extortion	2
3.04	Robbery (using force to take something from another)	3
3.05	Staling/Larceny/Theft	3
3.06	Burglary of School Structure	3
3.07	Vandalism (resulting in damages of \$200 to \$1000)	3
<b>Weapons</b>		
3.08	Possession of Prohibited Substance or Object	3
<b>Teasing/Intimidation/Ridicule</b>		
2.18	Teasing/Intimidation/Ridicule	2
3.16	Defamation of Character	3
3.17	Stalking	3
3.20	Repeated Threats Upon School Employee or Agent	3
3.21	Bullying/Cyberbullying	3
3.25	Harassment	3
3.26	Hazing	3
<b>Drugs</b>		
3.01	Alcohol	2
3.02	Drugs	2
3.27	Drug Paraphernalia	1

### **Code of Conduct Action Metric**

When a student violates specific offenses outlined in the Code of Student Conduct, the progressive discipline occurrence will be used to determine action.

Note: Student who attend the Educational Solitary Program will be assigned interventions/discipline when they violate the Code of Student Conduct while at Solitary School. Additional assigned time for the Solitary Confinement Program is not mandated by the Code of Student conduct for a student to return to school. When a student returns to his/her home school student discipline rubric returns to zero.

### **Generally, students being transported have the following responsibilities:**

- ❖ To take responsibility for their behavior and conduct themselves in a respectful, orderly manner while waiting at the vans stop for van to arrive
- ❖ To enter the van in an orderly manner

- ❖ To take their assigned seats as quickly as possible
- ❖ To remain seated in a forward-facing position
- ❖ To avoid making loud noises
- ❖ To keep voices at a low level
- ❖ When bus is equipped and in operation, students must wear seat belts at all times.

### **Safety Procedures for Students Being Transported**

- ❖ Wait until the van comes to a stop before attempting to get on or off
- ❖ Enter or leave the vans only at the front door after it has come to a stop, except in the case of an emergency as directed by the driver
- ❖ Keep all parts of the body and objects inside the bus windows at all times
- ❖ Leave the van only with the consent of the driver
- ❖ Be silent when approaching or crossing railroad tracks
- ❖ Throw no object, paper, or other material in or out of the van at any time
- ❖ Do not tamper with door handles, windows, and other safety equipment at any time
- ❖ Keep the aisle and step well clear at all times
- ❖ Do not use cellular phones, or electronic devices, including, but not limited to CD players, Walkman type radios, DVD players, hand-held televisions, Gameboy type equipment, or other communication devices. Exception: Field trips in which the school administration approves the use of these devices or as planned intervention for special needs students.
- ❖ Do not use cellular phones except in an emergency concerning safety-to-life issues (defined as a bus accident, mechanical breakdown which delays the normal route, only use them with permission.

### **School Van Vandalism/Criminal Mischief**

Vandalism or criminal mischief that occurs on a school bus or other contracted mode of transportation shall not be tolerated, and shall be handled according to the Code of Student Conduct. Vandalism or criminal mischief shall include, but not limited to, cutting, scratching, writing on, puncturing, ripping, breaking, or otherwise marring, defacing, or damaging any part of the van. It is the student's responsibility to report any existing damages and to refrain from making the damage worse. Parents/guardians shall be responsible to the owner of the van for restitution of any damages in accordance with the Florida Statute 741.124. If restitution is not received for van damages, the student's riding privilege may be revoked.

## **BEHAVIORAL CONTRACTS**

A contract entered into between a teacher or administrator and a student and his/her parent/guardian in which all parties agree to certain actions in an attempt to modify a student's behavior. The contract shall also contain consequences for breaking the agreement.

## **EDUCATIONAL SOLITARY CONFINEMENT PROGRAM**

This program is designated to isolate your child from the general population at school and focus on development of skills that will help them make better behavioral decisions.

## **GUIDELINES FOR SAFE AND ACCEPTABLE USE OF COMPUTERS AND THE INTERNET**

In preparing our students for the 21<sup>st</sup> Century, each Joshua Christian Academy School of the Arts (JCA) student will be assigned a computer network login that will provide the student with access to the Internet. The proper use of the Internet provides opportunities for research, learning, and web-based educational programs. The use of the JCA network or computers is a privilege that may be restricted or removed by school based administration, automated content control systems, or the Office Information Security. Students must abide by guidelines described in this document, the Code of Student Conduct, and the JCA's Acceptable Use Policy.

The school's mission, goals, objectives and standards will guide the instructional use of technology resources, including computers, software and the Internet. The JCA goal in providing Internet connectivity is to establish direct access appropriate materials that support curricular goals and objectives. School faculty will integrate thoughtful use of computer technology throughout the curriculum and provide guidance and instruction to students in its use. Teacher supervision of independent student computer and Internet activities is the key element in effective and safe use of these resources by students. Teachers may present web sites to students during instructional times.

JCA acknowledges the fact that inappropriate materials exist on the Internet and will do everything it can to actively avoid them, including the use of filtering software. **Joshua has implemented technology protection measures that filter Internet access to block visual displays that are obscene, pornographic, or harmful to minors, but this technology is not 100% effective.** No software can filter out all of the materials that are unacceptable in an educational setting and it should be clearly understood by all students and their parents/ guardians that intentional access to such material, in any form, is strictly forbidden.

JCA makes no guarantee that the functions or the services provided by or through the Board's network will be error-free or without defect. The Board will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. Students are responsible for making a backup copy of crucial files. The Board is not responsible for the accuracy or quality of the information obtained through or stored on the network. The Board will not be responsible for financial obligations arising through the unauthorized use of the network as the result of intentional misuse.

If a student feels there is a problem or feels uncomfortable with the information someone is transmitting to them, the student should tell his/her teacher, school site administrator or technology representative immediately.

Students and other users access a computer with unique network accounts or ID and passwords. ID and passwords must never be shared. Students are responsible for any activity that occurs under their account. Student has no expectation of privacy while utilizing the Board's network, computers, or any device that is attached to it.

### **Plagiarism and copyright Infringement**

- Students will not plagiarize works that they find on the Internet. Plagiarism is adopting the ideas or writings of others and presenting them as if your own. Credit should always be given to the person who created the idea.
- Students must respect the rights of copyright owners. Copyright infringement occurs when the student inappropriately reproduces a work that is protected by a copyright. If

student have questions about possible copyright infringement, they should ask a teacher or school's media specialist.

- Unless it is otherwise stated, assume that all materials on the Internet, including web sites and graphics, are copyrighted, and that existing copyright guidelines, such as those involving photocopying, electronic copying, multimedia, and fair use, apply. Students using computers and the Internet should be aware of what is and is not allowed as it pertains to software, multimedia productions, and web publishing.

## **Netiquette Rules**

**Users must abide by network etiquette rules. These rules include, but are not limited to, the following:**

- Be polite- rudeness is never acceptable.
- Understand that when you post something on the Internet, it is there forever and you no longer have control of who sees it or what they do with it.
- Do use the Internet to help with schoolwork. The Internet is a source of great volumes of information. It's like having the world's largest library at your fingertips!
- Do not provide any personal information (such as name, address/telephone number social security number).
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.
- Do use the Internet to learn more about colleges and universities. Many colleges let you take a "virtual tour" of the campus, or submit applications for admission or financial aid applications on line.

## **Disciplinary Action**

### *Use of Computers and the Internet*

Possible consequences for violations of the JA use of computers and Internet policies include, but are not limited to:

- Suspension of Internet access
- Suspension of JCA's network privileges
- Suspension of computer access
- School suspension and/or expulsion
- Appropriate legal action, civil and/or criminal

## **NETWORK/INTERNET SUSPENSION**

Certain technology-based infractions may result in a suspension of network and/or internet access. Alternate instructional materials may be provided.

## **AGGRAVATED STALKING**

Engaging in a pattern of behavior or activity that involves willful, repeated and malicious intent; following harassing or cyber stalking of another and making a credible threat with the intent to place that in reasonable fear of death or bodily injury of the person or the person's child, sibling, spouse, parent or dependent as defined in Florida Statute 784.048(3).

## **SEARCHES**

Joshua Christian Academy reserves the right to search with or without cause any student, back pack, purse, locker, or desk for suspicion of illegal or unauthorized materials.

## **DRUG TESTING**

Students who refuse to submit to a requested drug test will be required to withdraw from school immediately. Payment for the drug test will be the responsibility of the student or parent.

## **SCHOOL WIDE GUIDELINES AND PROCEDURES**

Our core belief is that students, parents, school staff and the community need to be engaged as responsible and accountable agents for the success of the school and learning organization. Students have the opportunity to explore and make guided choices in their academic and personal experiences. The need for spiritual and academic growth, as well as for parent and community involvement has led Joshua Christian Academy to adopt standards for students attending our school.

Students at Joshua Christian Academy are expected to:

1. Maintain standards of courtesy, kindness, morality, honesty and respect the school culture.
2. Maintain a character and integrity as they obey the rules of dress and conduct.
3. Dress appropriately and modestly, adhering to the stated school standards.
4. Live their lives by refraining from unacceptable behavior such as cheating, smoking, gambling, drinking alcoholic beverages, using profanity, using narcotics, etc.
5. Maintain standards of purity regarding their choice of media.

## **PARENT POLICY**

Parents/guardians hold the primary responsibility for the education of their children. Although they have delegated the majority of that task to the school, teamwork is necessary.

## **PARENTAL ROLES**

**We expect and encourage parents/guardians to cooperate with the school in the following ways:**

- Support the decisions of the teachers and the administration
- Enforce all school policies stated in the student handbook, such as dress code, prohibited items, etc.
- Encourage student success by working with students at home, especially in areas where repetitive practice will be helpful (e.g., drilling math facts and reading orally)



- Oversee the timely completion of projects
- Ensure that students come to school on a regular basis, well-rested and nourished so that they will be productive
- Arrange transportation so that students will be dropped off and picked up on time each day
- Notify the school office if the student will be absent or tardy and provide any necessary documentation
- Maintain an awareness of school calendar and schedules
- Schedule a conference with teachers and/or administration in order to limit unscheduled “visits”
- Communicate with administration regarding changes in medication or other circumstances that may affect a student’s performance at school
- Attend special events at the school, such as open house, and awards ceremonies
- Volunteer time, talents, and/or resources to support the school community
- Fulfill all financial obligations in a timely manner as stated in the contract
- Furnish current information for school records
- Provide students with the proper supplies needed to complete their school work

## **STATEMENT OF COOPERATION**

Joshua Christian Academy believes that a positive and constructive working relationship between the school and the family is essential to the accomplishment of the school’s spiritual and educational mission. Therefore, the school will provide an environment conducive to the growth and development of our young people.

## **SCHOOL ROLE**

Parents/guardians can expect the school, the administrative and teaching staff to:

- Provide a safe, supportive learning environment
- Maintain orderly, small classroom settings where the atmosphere is conducive to learning so that each student has the opportunity to achieve his/her fullest potential
- Teach using methods and materials which are appropriate for the functioning level, learning styles, and learning needs of the student
- Encourage each student to uncover and develop and navigate his/her God-given talents
- Communicate the student’s progress (academically and behaviorally) through notes in the student planners, mid-term progress reports, quarterly report cards, school website, and/or phone or in person conferences
- Inform school community of school policies, programs, and activities through student handbook, school brochure, monthly newsletters, flyers, internet, etc.
- Notify parents of concerns about the student
- Include parents as partners in decisions which affect the student, when appropriate
- Welcome parent involvement, support, and volunteer assistance
- Establish rapport and effective working relationships with parents and their students
- Serve as appropriate role models for students
- Discipline the student in a respectful and fair manner
- Maintain accurate records

- Provide access to the student's records as required by the *Family Educational Rights and Privacy Act (FERPA)*

Each student and parent will be provided with a detailed description of the Discipline Policies. A signed form from parents and students acknowledges your receipt of the policies and that you and your child have discussed these violations.

### **Cell Phones**

Cell phones are not permitted on Joshua Christian Academy's campus at any time. Cell phones seen or heard during school hours, regardless of location, will be taken and turned into the office. **Confiscated cell phones will only be returned to a parent/guardian. The use of cell phones and iPads may be used with teachers and administration as a method of teaching. If the phones are confiscated, there will be a \$5.00 fee charge for students phone to be returned to them.**

### **Video Games**

Video games are not permitted on Joshua Christian Academy's campus at any time. Any video games seen during school hours will be taken and turned into the office. **Confiscated video games will be returned only to a parent/guardian.**

### **Headphones/iPods**

Headphones and iPods are not permitted on Joshua Christian Academy's campus at any time. Headphones or iPods seen during school hours will be taken and turned into the office. **Confiscated items will be returned only to a parent/guardian.**

### **Tablets/Netbooks**

Tablets or Netbooks are not permitted on Joshua Christian Academy's campus at any time. All students have access to the computer lab during school hours with their teacher's permission if supervised. If these items are seen during school hours they will be taken and turned into the office. **Confiscated items will be returned only to parent/guardian.**

## **LUNCH PROGRAM**

The National School Lunch Program is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. It provides nutritionally balanced, low-cost or free lunches to children each school day. The program was established under the National School Lunch Act.

To prevent disrupting classes in session during the lunch period students will only be allowed to leave the lunch room when the teacher escorts them to class. No student will be allowed to loiter in the hallways during lunch unless permission is given.

Lunch is an enjoyable break in the day's schedule. Common manners and courtesy should be shown at all times in the lunch room. Students are required to pick up their trash. Any student who leaves an unclean area in the lunchroom will be required to assist the janitorial staff in cleaning of the lunch room and/or serve detention(s). At no time may a student throw or waste food. Any damage or disregard to rules, or disrespect to supervising faculty will result in disciplinary action.

### **Cafeteria Lunch Procedures**

Students will all have assigned seats in the cafeteria. Students will enter cafeteria without speaking (in an orderly manner) and proceed to get their lunch at this time. If the lunch for the class is late they will proceed directly to their assigned seats and wait to be called by grade level to quietly get their lunch.

- Students will walk in the classroom at all times.

- Students will look, lean, and whisper to talk.
- Students will get out of their seats “only” with permission.
- Students will keep their food, feet, and hands to themselves.
- Students will respect and obey all cafeteria staff.

Students may not leave their seats for any reason unless they raise their hands and get permission from the lunch duty monitor/personnel. Students may use the restroom if they raise their hands and get permission from the lunch duty monitor/personnel.

Students may not touch, push, or in any manner have physical contact with another student. Students may not have toys or other items that would disrupt the cafeteria procedures. Student may not throw food in any manner or touch other student’s food. Students may not leave seats to give money or food to anyone.

Consequences of breaking any of the above procedures: Student will be moved to a reasonably “vacant” area in the cafeteria (to sit alone silently and in assigned seat) for the remainder of their lunch period. These students will be given opportunity to go to the Deli and school store if they have not already gone.

**Severe Behavior:** Such as fighting, throwing food, etc. will result in an immediate referral and the student will be sent to the School’s Administrator.

## CAFETERIA EXPECTATIONS

- Enter and leave the cafeteria in an orderly manner.
- Form and keep a single line at each service area.
- Go through the service line one time only.
- Be seated and remain seated at your table until dismissed by the teacher in charge or person monitoring the cafeteria.
- Leave the cafeteria during lunch period only with the permission of the teacher in charge.
- Refrain from pushing, jostling, and asking luncheon neighbors for money.
- Enjoy the conversation at your lunch tables. However, loud and boisterous talk, (yelling, screaming, etc.) are definitely not acceptable.
- Special note is made of the rule that students are not to throw any object no matter how small or however short a distance.
- Do not take food of any kind from the cafeteria.
- Leave the table clean and suitable for luncheon use by other students.

## GRADING/CONDUCT SCALE

Academic information is sent home periodically to help keep parents informed of their child’s progress in school. Alphabetical grades will be assigned as follows:

A+ = 100-97	A = 96-94	A- = 93-90
B+ = 89-87	B = 86-84	B- = 83-80
C+ = 79-77	C = 76-74	C- = 73-70
D+ = 69-67	D = 66-64	D- = 63-60
F = 59 and below		

\* - grade is a result of a modified curriculum

I = Incomplete  
 S = Satisfactory  
 U = Unsatisfactory

Test papers that earned a “D” or an “F” must be signed by the child’s parent/guardian and returned to the teacher the following day.

## **AWARDS**

We believe that Christian character is more important than academics. Therefore our awards system will be based upon academics as well as citizenship (behavior). Therefore students who do not demonstrate good citizenship will not be considered for Merit Roll, Honor Roll, Distinguished Scholars, or Honor Society (even though they have outstanding academics).

**The following infractions will disqualify a student from receiving these awards in any nine-week period:**

- Two (2) or more referrals to the Administrative office
- Five (5) or more school tardies
- Three (3) or more unexcused absences
- Continued negative and/rebellious behavior or attitude
- One (1) suspension

Merit Roll – 3.0 – 3.49 grade point average (GPA)

Honor Roll – 3.5 – 3.99 GPA

Distinguished Scholar – 4.0 GPA

Honor Society – 3.5 – 4.0 GPA for three (3) nine-weeks

## **Valedictorian and Salutatorians**

Each year a 6th Grade student will be named the class Valedictorian and Salutatorian. The criteria to determine this distinguished honor are as follows: Highest grade point average in core subjects (math, social studies, science and language arts) during all three grading periods of the 6th Grade year. Grades are calculated from grade K-6<sup>th</sup>. Student must achieve a cumulative GPA of 3.5 or higher and have no suspensions of high character traits. Other criteria include: maintain an 'A' in citizenship, an Achiever, no referrals, no detentions, and must be a student at Joshua Christian Academy at least one full year.

## **HOMEWORK**

### **Definition**

Homework is any work planned or approved by the teacher to be completed by the student outside of the regular classroom without his/her immediate and direct supervision.

### **Purpose**

Homework serves many purposes. It can unite the parent, child and teacher in the educational process. The encouragement of parental participation promotes a productive relationship between home and school. Regular evaluation of the student’s homework assignments will help students see the merit of completing their assignment.

**Three common types of homework assignments are given to the student at JCA:**

1. **Practice:** Following classroom explanation, illustration and drill on new work, practice exercises are given so that material can be mastered.

2. **Preparation:** Homework assignments usually pertain to the reading of an assignment the night before it is discussed in class so that the student receives specific direction in completing the assignment.
3. **Extension:** Extension assignments encourage the student to go beyond the work done in class. Frequently, projects and problem solving assignments (with application of learned skills and research) are used as extension options. This is probably the most beneficial to students since it is the most individualized.

## **Student Expectations**

**The following amount of homework time can be expected per night:**

- Grades K-1: average of 10-30 minutes
- Grades 2-4: average of 40-50 minutes
- Grade 5-6 minimum of 60 minutes

## **Academic Half-days**

Our vision for structuring half-days for Teachers' In-Service is to ensure excellence in your child's education. Excellence in education requires that professionals in education involve themselves regularly in career education programs to improve their professional status.

To help facilitate Professional growth, the Administrative Staff has designated half-days. These half-days will provide a supportive program that will foster growth and commitment for excellence in teaching.

On these half-days students will be released to go home at 12:00. **However, Extended Day service will be available.**

## **Holiday Half-days**

On Holiday half days, students will attend their regular academic classes utilizing an adjusted bell schedule.

On these half-days, students will be released to go home at 12:00. However, **Extended Day services will not be available.**

## **THE FOLLOWING SHALL BE THE SCHOOL'S POLICY AND PROCEDURE FOR MAKE- UP WORK:**

After an absence, it is the student's responsibility to make arrangements with the teachers for make-up work. If the student is absent on the day of an announced test, or the day that a notebook is due, the assigned test or homework will be made up or due on the day he/she returns.

For all other work, the student will be given one (1) day for each day he/she is absent to make up his/her work. If the student does not complete it within the time period allowed, he/she will receive no credit.

All students that are placed inside school suspension (ISSP) will follow the make -up work procedures and receive full credit (100%) for completed assignments.

If a student is suspended from school, the student will receive eighty percent (80%) credit for completed assignments.

During each grading period, the teacher and administrator will notify parents by phone or mail before the third absence of the student from any class period or school day to request their cooperation in parenting further absences.

Any student who misses more than 5 days per grading period must meet both criteria below to be eligible for a passing grade.

1. The student passes the required comprehensive project in the courses. A comprehensive exam or project will be given to all students in each course for each grading period.
2. The student has an overall passing grade for the course for the grading period.

Only upon the successful completion of the teacher's requirements and with the demonstration of the mastery of the course objectives by passing the comprehensive exam can the student receive a passing grade.

Teachers will also communicate through this planner by making notes of assignments not turned in, grades made on tests, and behavioral problems. It will also be used to inform you when your child does well.

## **STANDARDIZED TESTING**

JCA administers the following standardized testing during the school year:

- **Standardize Test:** (Grades K-12, given three (3) times a year)- MAP (Measures of Academic Progress)

## **RETENTION POLICY**

The decision to promote or retain a child at the end of the school year will be based upon a variety of criteria such as:

1. Academic performance
2. Social and emotional development
3. Excessive absence due to illness or other factors
4. Evaluation of Standardized Scores

**In addition to the above, Elementary School Students shall also adhere to the following:**

- If a student fails two (2) subjects, neither can be Mathematics or English.
- Parents shall be notified at the interim period of the third quarter of possible retention of their child.

## **GUIDANCE AND COUNSELING**

The Administrators assist the individual students with spiritual, academic, career, and vocational counseling.

JCA believes that Guidance operates on the underlying principle that God has a specific purpose and design for each and every student.

The guidance services program constitutes an integral part of the educational program and should be under the direction of qualified professionals. Guidance services should focus on the individual needs of students.

The guidance services program is established to assist all students to mature in self-understanding, self-responsibility and decision-making ability, to develop values and to attain those attitudes and skills required of productive citizens in our pluralistic society. This program should be coordinated with and make full use of school, home and community resources.

The following are major expectations commonly associated with an effective guidance services program.

- Students demonstrate an understanding of themselves
- Students recognize their responsibility to themselves and to society.
- Students are able to make informed educational, vocational and personal decisions.
- Students understand the importance of achieving their potential by fully developing their competencies.
- Administrators, teachers and other specialists serve as advisors to students, utilize guidance-related information to assist students, and serve as referral agents for the guidance personnel.
- The guidance personnel assist in the maintenance of clearly articulated student records.
- The guidance personnel initiate contacts with students, teachers and parents relative to student progress and problems.

**Responsible for:**

- Individual or small group Student advisement
- Consultation
- Crisis counseling
- Referrals
- Peer facilitation
- Monitor Student Data
- Seeks Improvement
- Shares Successes

**One faculty member serves along with the Administrator as Academic and Intervention Counselor. This program presently provides for the following:**

1. Spiritual Counseling
2. Education and Vocational Counseling
3. Intervention Counseling
4. Parent Conference Consultations
5. Information Center for career choices

## **PHYSICAL EDUCATION**

The purpose of this course is to provide the students with the opportunity to develop in the area of physical fitness, improve in various athletic skills, recognize the necessity of teamwork, and acquire

knowledge about physical maintenance. Furthermore, it aims to teach the students responsibility regarding their spiritual health in physical education. The students will carry a lifestyle of physical fitness outside of the course knowing that God wants them to keep their bodies holy and pure in His eyesight. God states in 1 John 1:2, “Beloved, I wish above all things that you may prosper and be in good health, even as your soul prospers.”

The content should include, but is not limited to, knowledge of rules for the following sports: football, volleyball, softball, and track and field; and improvement of skills in the following sports: football, volleyball, softball, and track and field.

A Physician’s note must be provided by the student to be excused from active participation in the physical education program. These students shall remain in class during the excused time, complete all written tests and class work that does not require active participation. Such students shall receive points by completing additional assignments given by the teacher.

## **EXTRA-CURRICULAR ACTIVITY PROBATION**

All students are encouraged to participate in extracurricular activities. However, it is to be understood by Students and Parents that it is a privilege for a student to participate in an extracurricular activity.

### **Eligibility Policy**

Students will be eligible to participate in extracurricular activities provided they maintain appropriate Academic, Spiritual/Behavioral and Attendance standards. The minimum school standards are as follows, and additional standards may be specified by an individual group’s sponsor.

1. Academic – Students must maintain a grade point average (GPA) of at least 1.5 with no grade of “F” in the major subjects. Students in grade K-3<sup>rd</sup>, must pass Phonics and Reading. Students in 4<sup>th</sup>- 6<sup>th</sup> grade must pass English and Math.
2. Spiritual/Behavioral – Students must demonstrate godly behavior and character at all times including class, practice, meetings, and events, whether on or off campus.
3. Attendance – Students must be present for at least one-half of the school day in order to participate in any extracurricular activity including practices, games, meetings, and events for the same day. Participation in Saturday activities will be based upon Friday attendance records.

A student who falls below the minimum standard in any area, will be declared ineligible to participate in extracurricular activities according to the following guidelines:

### **Activity Probation**

The Athletic Director will notify the Parent, Student, and appropriate Administrator in writing that the student has fallen below the minimum standards. A meeting will be scheduled between the Teacher, Parent and Student to discuss a plan of action. After the meeting, the student is placed on a 2 weeks Activity Probation. During this period, the student is allowed to fully participate in extracurricular activities at the discretion of the Parent. If no meeting is scheduled, the Student is automatically placed on Activity Probation.

1. If within the 2-week Activity Probation period, the student raises their academic and/or behavior performance, the Student will return to full eligible status. Written documentation of this improvement will be provided to the Parent and the Administrator and kept in the student’s file.
2. If after the 2-week Activity Probation period, the student has not raised his/her performance, yet the Teacher(s), Sponsors and Parents feel the Student has sincerely improved to the best of



their ability, a second meeting will be held, and at the discretion of the Parent and with the approval of the Administrator, the Student will be allowed to fully participate in the extracurricular activity. Written documentation of this decision will be kept on record and the Student's performance will be reviewed every two weeks.

3. If after the 2-week Activity Probation period, the Student has not demonstrated any effort to improve their performance, and the Student is not working to the best of their ability, the Sponsor will notify the Parent, Administrator, and Student, and effective immediately, the Student will be placed on Academic Suspension and will be excluded from participating in any extracurricular activity, including practices, games, events, and meetings. Academic Suspension is for a minimum of one week with the length of suspension to be agreed upon by the Sponsor, Parent, and Administrator. Written documentation of this decision will be kept in the Student's file.

The Student's total wellbeing is the primary focus of this policy. Exclusion from extracurricular activities is to be thoroughly discussed by the Parent, Sponsor, and Administrator prior to any action being implemented. The Administrator will have the final authority in all matters, as set forth by these guidelines.

## **REPORT CARDS/PROGRESS REPORTS**

**Interim progress reports** are distributed at the midterm of each quarter. They are sent home with the student at the midterm of each quarter. The Progress Report is to be signed and returned to the classroom teacher. These reports reflect both students' academic progress and their attitudes and behavioral patterns.

**Report cards** are emailed to parents on a quarterly basis. It is the school's policy to hold report cards for accounts in arrears.

Parents are encouraged to contact the school at any time regarding their student's progress.

## **MANDATORY PARENT/TEACHER MEETING**

There are three mandatory parent teacher meetings during the school year and one at the end of each of the first through third grading periods. Parents will call and schedule an appointment if they deemed it necessary.

These meetings will keep you informed about your child's academic progress and also keep you abreast of what is going on at the Academy.

## **PARENT-TEACHER CONFERENCE**

Parents are encouraged to contact teachers for discussion of any aspect of the child's school life. Conferences can be arranged with the teacher by calling the school office. There is no substitute for the information the parent can give the teacher regarding the child's previous school experience, his work-study habits, and how he feels about school and school work. Parents are requested to observe the following guidelines in holding such conferences:

1. Call the office with your request.
2. Allow time for the teacher to be consulted as to the best time for a conference.

3. If you are unable to attend a conference you or a teacher requested and confirmed, please call in a timely manner to reschedule.
4. Four (4) missed conference without explanation will revoke your scheduling privileges and may lead to dismissal of your child.

## **TEXTBOOKS**

Textbooks are furnished to your child once the book rental fee has been issued. Teachers and staff are not responsible for lost books. Replacement books are available. See the Fiscal Office Specialist for pricing.

## **ROLLING BOOK BAGS**

Joshua Christian Academy Administrators have a responsibility to provide a safe, secure and fruitful learning environment. It is imperative that all students adhere to Joshua Christian Academy rules. Rolling Book Bags are NOT permitted at Joshua Christian Academy. Exceptions will be made only for students providing medical documentation. This includes grades Kindergarten through 5<sup>th</sup> Grade.

Parents and guardians of students using Rolling Book Bags will be telephoned and requested to bring in an acceptable Book Bag for their child/children.

## **EMERGENCY SCHOOL CLOSING**

Joshua Christian Academy follows the lead of the Duval County School District in all weather-related closings. Closings due to inclement weather will be announced as Joshua Christian Academy on most local radio and television stations. If school is closed, all after-school activities are canceled unless you are notified otherwise. In the event of an unscheduled closing due to providential or safety related issue, JCA will inform parent/guardian in advance utilizing our electronic calling system.

In the event of an unscheduled closing due to providential or safety-related issues, JCA will attempt to inform parents/guardians in advance, when possible, utilizing our electronic calling system or via local media (radio & television) when advance notice is not possible.

## **PHOTO AND VIDEO RELEASE**

Pictures and videos are often taken during the school day and at school events. Many of the pictures are used for promotional purposes in the newspapers, brochures or video presentations. A PHOTO / VIDEO release form has been provided. The form must be completed and returned to the school office to be kept on file.

## **SCHOOL ACTIVITIES**

During the school year, school groups will sponsor social activities such as parties, banquets and other special events with the school's approval. All events are chaperoned by adults designated by the school and meet the guidelines set by the school administration. Parents are responsible for assuring that your child is picked up at the scheduled time ending the activity. No school transportation will be provided.

Students participating in any before or after school activities that do not maintain a 1.5 GPA on a 4.0 scale from nine-week to nine-week will be placed on probation. A student on Extra-Curricular Probation will not be permitted to PLAY or PRACTICE for a period of two weeks. At the conclusion of the two-week period, a progress report will be collected and the student's eligibility will be reinstated only if a 1.5 or higher GPA is achieved.

Parent-Teacher Involvement Group is a vital part of our school program. Each parent and guardian is encouraged to become an active participant.

## **JCA OFFERS THE FOLLOWING ELECTIVES:**

- Dance & Expression of Worship / Production
- Choir / Music / Praise / Fun Songs / Production
- Arts /Crafts / Props / Costumes / Decorating Production
- Creative Writing /Poetry /Skits / Play Writes / Publication
- Dramas / Plays /Acting /Narrating / Sharing
- Media / Photography / Sound / Lighting / Production / Publication

**Elective classes will be taught by the JCA Grade School Teachers on Friday from 2:30 - 3:15. Grades are not earned in these classes.**

A student who misbehaves in their core classroom will not attend their elective class. Instead, the student will go to the "Detention Area" for the entire period to sit.

## **VISITORS**

Visitors and/or prospective students are welcome on campus, but must meet JCA dress code. The visitors will be issued a pass, which is to be worn during the entire visit. All rules will apply to any visiting students.

JCA students will not be allowed to have visitors meeting them between classes, during lunch, or in the parking lot. JCA students will not be allowed to have guests on Campus for lunch unless the visitor is a family member, or the director or her designee has granted approval. Permission to visit a classroom must be secured from the school office at least one day in advance of the visit.

## **LOST AND FOUND**

If properly marked, articles that are lost will be easy to return. Items turned into "Lost and Found" will be kept for seven days. Unclaimed articles will be given to the church or other charitable agencies. Lost and found is located in the school's cafeteria.

## **TELEPHONE USAGE**

Students may use the telephone in the Academy Office only for necessary personal calls with permission from the office staff.

## **FIRE DRILLS**

### **Fire Drill Instructions**

Fire drills are required monthly. When the signal is given, all in-class activities must cease and exits made promptly. NOTE: Maps and instructions are posted in each room

## **PUPILS**

1. Walk quickly – do not run or push

2. No talking either in or out of the building
3. Stay in single file, one behind another (pupils within the same room).
4. All classes may exit by nearest outside doors simultaneously.
5. Listen for teacher's directions.
6. No playing in or out of the building.

## STUDENT DRESS CODE

JCA Administrators have a responsibility to provide a safe, secure, and fruitful learning environment. Dress and appearance play a role in doing so. We believe that properly executed policies around dress and appearance are within the area of reasonable actions which can be taken by school officials to ensure a positive school climate.

Dress codes and uniforms can help reduce the potential for conflict. Parents should insure that the uniforms are kept clean and presentable.

**The Official Uniform is as follow:**

### PreK – 6<sup>th</sup> Grade

#### Girls

- Peter Pan Collar Blouse- white, yellow or light blue
- Plaid Cross tie
- Plaid Skirt (**no solid blue or khaki skirts, shorts or pants**)
- Socks- navy blue knee socks only (**no white socks, tights, leggings, jeggings or footies**)
- Shoes- blue, black, brown or white (**no trim colors, boots or sandals**)
- \*Polo shirt (**Friday only, optional**)
- \*JCA T-Shirt (**for designated field trips only**)

### PreK – 6<sup>th</sup> Grade

#### Boys

- Short sleeve oxford shirt-White, yellow, light blue
- Plaid Tie
- Navy blue Pants (**no khaki pants or shorts**)
- Shoes- navy blue, black, brown or white (**no trim colors**)
- Socks- navy blue or black (**no white or footies**)
- Belt – Solid blue, brown or black

- \* Polo shirt (**Friday only, optional**)
- \*JCA T-Shirt (**for designated field trips only**)

**Note:** Joshua Christian Academy's uniform cannot be altered in any way (**ex. bleached, cut or slits**).

## **CHAPEL ATTIRE**

### **CHAPEL DAYS**

#### **Girls Kindergarten - 6th**

- Blue /gold jumper or skirt
- Blue/gold plaid crosstie
- White Peter Pan collard blouse
- Navy knee socks (**no white socks, tights, leggings, jeggings or footies**)
- Navy, black, or brown dress shoes (penny loafers or oxfords)-**no tennis shoes/sneakers on this day**

#### **Boy's Kindergarten – 6<sup>th</sup>**

- Navy Blue pants
- Plaid tie (**No Exceptions!**)
- White long sleeve oxford shirt
- Navy or black socks
- Navy, black, or brown dress shoes (penny loafers or oxfords)-**no tennis shoes/sneakers on this day**
- Belt (**navy,brown or black**)

### **Reproduction of School Logo**

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### **Identification Cards (I.D.'s)**

Joshua Christian Academy students will be issued an I.D. card. This serves as identification for students. Cards will be replaced for a \$5.00 fee. Replacement orders will be taken before school and delivered the following day.

## **GENERAL CODE OF APPEARANCE**

Administrators and teachers shall enforce dress and grooming guidelines as outlined in the handbook that promotes the successful operation of the school. The site administration shall be the final judge as to neatness and cleanliness of wearing apparel and whether or not such apparel is appropriate, disruptive, distracting, or in infraction of health and safety rules.

Each student has the responsibility to dress appropriately and have respect for self, others and the school environment. Wearing apparel, jewelry (such as body piercing (s), ornaments), hair, and

general appearance shall not disrupt the classroom atmosphere, shall not be unusually provocative and/or shall not violate health and safety rules of the school. These guidelines for dress and grooming are provided to assist parents/guardians and shall apply to all students at Joshua Christian Academy. Students dress and grooming shall be neat and clean, and follow the general guidelines below.

## **DRESS CODE STATEMENT**

Although Christians are in the world, we have been commanded not to be conformed to the things (doctrines, fashions, and desires) of this world. We believe that Christians should exercise decency and modesty in their dress at all times. For this reason, certain fashion trends and/or hairstyles will not be allowed. In order to avoid peer competition and discourage the temptation to keep up with the latest fashions, the uniform policy at JCA will be strictly enforced. Parents should ensure that the uniforms are kept clean and presentable.

The following is a list of specific dress codes; however, Administration reserves the right to impose others as situations may warrant:

1. ALL STUDENTS MUST BE IN UNIFORM AT ALL TIMES, UNLESS ADMINISTRATION STATES OTHERWISE IN WRITING.
2. No Healy's Roller shoes.
3. Males must wear their shirts tucked in at all times. **Belts are also required** to be worn at all times.
4. Male students may not wear earrings on any part of their bodies while on campus or at any school function.
5. The wearing of braided hair or cornrows by male students is permissible, as long as the entire head is neatly braided. Students will not be allowed in school with a portion of their hair braided and the other portion worn unbraided. (loose plats and/or loose braids, as well as twists, and/or locs are not permissible.)
6. Boys should have a neat, clean hair cut weekly. If the "afro" or "processed" hairstyles are worn, they must be neatly trimmed, washed and combed at all times. No "Afro" over one inch in height is allowed. No student is permitted to wear "**Mohawks,**" **Graphic hair designs or Symbols in hair.**
7. Beads, combs or ribbons in the hair, or any hairstyle with ponytails are not permitted for males.
8. All hairstyles should be clean, combed and well groomed at all times. Administration reserves the right to require a student to be picked up from school if the student's hairstyle, or hair color is too distracting or not neat, (according to JCA standards). Frequent infractions of this standard may result in JCA requesting that the student's hair be cut to assure compliance of this policy.
9. Female students may only wear earrings in their ears, with a maximum of two in each ear.
10. The hemline of female students should not be more than one (1) inch above the knee.

11. Hats, visors, scarves, headbands, or any other apparel worn on the head are not permitted for males or females inside of the school building.
12. Students may not have more than one (1) button open at any time on their shirts and blouses.
13. Students may be asked to remove certain costly or flagrant jewelry.
14. Tattoos, permanent or temporary, are not allowed.
15. Bedroom slippers shall not be worn.
16. See-through or mesh garments shall not be worn without appropriate undergarments.
17. Form-fitting or overly tight clothing shall not be worn without appropriate outer garments.

## **DRESS CODE FOR ATHLETIC EVENTS AND SCHOOL-SPONSORED FUNCTIONS**

All dress code standards apply and will be enforced at all athletic events, as well as school-sponsored events (whether on or off campus). Excessively tight shirts or pants, along with short-shorts, backless top, navel-revealing or halter tops may not be worn at any school-related function.

**Students who violate the dress code will be reprimanded. Repeated violations may result in suspension or expulsion.**

## **ADMINISTRATION WILL SERVE AS THE FINAL AUTHORITY IN MATTERS RELATED TO DRESS CODE.**

### **Non-Compliance with Dress Code**

It is imperative that all students adhere to uniform rules. An Out of Uniform slip will be issued to the students indicating what infraction was broken along with a \$3 fee per each infraction and must be signed by the parent / guardian and returned the next day.

## **DRESS CODE – INFRACTION CONSEQUENCES**

- |   |  |
|---|--|
| <b>1<sup>st</sup> Infraction</b>          | Out of uniform slip, a \$3.00 out of dress code policy fee and Parent contact.   |
| <b>2<sup>nd</sup> Infraction</b>          | Out of uniform slip, a \$3.00 out of dress code policy fee and Parent contact.<br><b>(The next time this occurs the parent will be contacted to bring the proper clothing for your child. He/she will be sitting in the office waiting for you to correct the matter.)</b> |
| <b>3<sup>rd</sup> Infraction (etc...)</b> | Out of uniform slip a \$3.00 out of dress code policy fee and Parent called to bring appropriate clothing for the child.   |

### **After 3<sup>rd</sup> Infraction**

**Failure to adhere to Joshua Christian Academy's Dress Code policy will result in Parent /Administration Conference and possible additional consequences.**

**Parents are responsible for their child to be in appropriate attire daily.**

- **Please Note:** \$3.00 will be charged per infraction.  
(Ex. inappropriate shoes (\$3.00) + inappropriate shirt (\$3.00) = \$6.00 (charged 2 infractions))

## Dress Down Days

On Fridays if students would like to wear regular dress down clothes with limitations instead of the regular dress down attire the fee would be \$2.00

Dresses Down days are not mandatory. Students may wear their school uniform, if they chose not to participate.

**Below you will find a helpful guide that will provide students specific do's and don'ts for the dress down attire.**

<b>Do's</b>	<b>Don'ts</b>
Loose fitting jeans/pants with a belt	Tight fitting jeans /no belt
Loose knee length skirt	Tight short fitted skirt
Loose fitted shirt/ T-shirt	Obscene language on shirt

## SUMMER ENRICHMENT

The Joshua Christian Academy's Board of Directors determines Summer Enrichment availability.

The JCA Enrichment program focuses on providing many positive and rewarding experiences. The program allows for fun, academic enrichment, healthy interpersonal relationship building and a relaxing atmosphere through sports, arts, field trips, community activities and so much more.

An Enrichment Program can have a significant impact on a child's life. It offers children a chance to become more responsible and independent.

Information concerning this program will be available during the last quarter of the regular school year.

**Joshua Christian Academy reserves the right to make necessary changes to the Joshua Christian Academy Parent-Student Handbook as deem necessary.**



## Frequently asked Questions

### ***What should I know if I just want to visit the campus (see my child/come to an appointment?)***

When visiting the school campus, you should always enter the main school office before going to the classroom or cafeteria. The Office Manager will greet you and provide you with directions. The office manager will have you fill the appropriate paper work out utilized for visitation. Upon day of visiting, you will report to the Grade School office, sign in and receive a visitor's pass. Do not enter the main hallway without a pass. Please adhere to our school dress code at all times. This is a Christian school, so please respect our wishes regarding **modest** dress for **parents** when on campus.

### ***What if I drop off something for my student?***

Follow the directions for visiting campus and leave the item for your student with the office manager. The office manager will have it delivered to the student. Students will not be pulled out of class to pick up delivered items or to receive messages left by the parents, family members or friends. Items will be delivered during the change of class, or during the student's lunch period.

### ***How do I pick up my student early?***

Come to the main office and provide the office manager with the name of the student. Be prepared with a valid photo ID for check out. Sign the student roster for early dismissal. When the student arrives to the front office, you may exit. As a necessary safety precaution, **we do not allow students to wait outside for you.**

### ***Why can't I come into the school through an entrance other than the front doors?***

These are the only doors that visitors may enter. This is a safety measure to control who has access to our school, including church members.

### ***Can I eat lunch with my child?***

Yes. Follow the directions for visiting the campus. Visit during lunch time (Question #1) at the time when your child has lunch and you can eat with him/her.

### ***Can I drop off food for my child?***

You may bring food with you and have lunch with your child. However, we request that you do not become a food delivery service for students. Students cannot wait in the office each day for food, nor can office personnel deliver food each day. Students will not be given extra lunch time when a food delivery is late.

### ***Can my child heat up food he or she brings?***

No. We do not have a microwave available for student use.

### ***What if I bring my student to school late?***

If a student arrives to school late, he/she needs to sign in at the school office and obtain a tardy slip. It is important to remember that unexcused tardies count and are subject to consequence.

## Who do I contact for...

**A. *Discussing my child's grade?***

The teacher first, then, if necessary,  
School Administrator: (904) 388-2227 Ext. 22

**B. *A concern or issue?***

The person for whom the concern or issue involves, then, if necessary, the School Administrator.

**C. *A question about discipline?***

Dean of Students: (904) 388-2227 Ext. 23

**D. *A question about attendance?***

School Office Manager: (904) 388-2227 Ext. 36

**E. *Making an appointment with a teacher?***

School Office Manager: (904) 388-2227 Ext. 36

**F. *Need a Transcript?***

School Office Manager: (904) 388-2227 Ext. 36

**G. *Question about my bill?***

Book keeper (JCA) Ext. 19

**H. *Who do I contact to discuss my child's behavior or discipline policy and procedures?***

The teacher first, then, if necessary the Dean of Students (904) 388-2227 Ext. 23