

Joshua Christian Academy School of the Arts



“Home of the Achievers”

Upper School Student Handbook

Executive Director: Lisa N. Harris

Principal: Terrance Brandon

Founders and Pastors: Drs. Frederic and Gloria Pinkney

*Revised June 2017
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
Terrance Brandon, Principal**

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UPPER SCHOOL 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 th grade)
Progress Reports Emailed	Tuesday, September 18 (1 st 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 st 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 th 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 st 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 nd 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 rd 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 rd 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 th 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 th nine weeks Report Cards distributed to students)

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

GENERAL INFORMATION

Grades offered: Nursery, Preschool, Kindergarten through 12th

School Hours: 8:10 a.m. – 3:15 p.m. Upper School (7th – 12th)

8:25 a.m. – 3:15 p.m. Grade School (K – 6th)

8:30 a.m. – 4:00 p.m. Nursery and Preschool

8:30 a.m. – 11:30 a.m. VPK Program

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

11:30 a.m. – 6:00 p.m. Extended Day VPK

3:15 p.m. – 6:00 p.m. Extended Day Afternoon

School Motto: *“Home of the Achievers”*

School Mascot: Eagle

School Office Hours: 7:30 a.m. – 6:00 p.m.

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

(904) 388-2262 (fax)

E-mail address: academy@jcademy.org

Web address: www.jcademy.org

Director: Ms. Lisa N. Harris

Upper School Administrator: Alice Roberts

Dean of Students: Bernard Collins

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 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.

OUR PURPOSE/HISTORY

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.

VISION

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 6 students and 9 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 elementary and upper school; consisting of middle school 6th-8th and High School 9th-12th 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 effect attitudes and behaviors, but also to assist students to discover God's calling in their lives so that they may live for His glory.

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 USA Flag will be recited daily in the student's homeroom.

JCA SCHOOL CONFESSION

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

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. – 7th grade)
Florida law requires students to have a Florida Certificate of Immunization (DH Form 680) or an exemption on file.
 - Current Physical (6 wks – 12th grade)
 - Copy of Birth Certificate
 - Copy of Social Security Card
 - Copy of most recent Report Card
 - Copy of IEP (if applicable)
 - Signed Videography / Photography Release Form
 - Signed Field Trip Permission 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, AAA Scholarship, Gardner Scholarship (Scholarship recipients only)

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.

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 (D) in each subject matter 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.

Standardized Test: All student must show gains on the normalize 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 5th day. A \$25.00 late fee will be assessed for late payment every Friday after 5:00 pm on unpaid balances.

iii. If the 5th 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 7:30 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 Student, McKay, AAA, Gardnier) but have not received approval, by August 1st, are required to pay the **Registration Fee, Book Fee, Lab Fee , Testing Fee and 1st 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, cashier's check or debit/credit card.

vi. All payments must be paid in the Administration Office.

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 or debit 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 Fees are due by July 1st.**

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. A \$25.00 late fee will be applied to all unpaid balances at 5:01 every Friday. 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 1st of each month. If you withdraw your child on or prior to the 1st, **you are not obligated to pay tuition for that month.**
 - ii. Tuition is due on the 1st on the first of each month. If you withdraw you child on or after the 2nd, 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. Checks

Joshua Christian Academy does not accept personal checks for payment. JCA does accept credit cards or debit cards for tuition payment.

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 or any other fee assessed to your child's account.

7. Late Pick-up Fees

- a. Students picked up after 3:30 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.

8. 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.

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 due to take effect. The information may also be updated in the school administration system (Praxi) through your child's account. The system may also be accessed if your fee account is up to date.

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 the sixth grade students must have:
 - a. Five doses of diphtheria, tetanus and pertussis
 - b. Four doses of polio
 - c. Two doses of measles vaccine
 - d. One dose of mumps vaccine
 - e. One dose of rubella vaccine
2. Before entering the seventh grade students must have:
 - a. MMR
 - b. Tb booster
 - c. Completion of Hepatitis B vaccine series
3. 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 ill, parents will be contacted and **MUST** pick up their child. A sick child will not be allowed to remain on campus.

C. Absenteeism Due to Head Lice/Nits

If it was discovered that a student has 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 Inquinale
- 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. Student will be placed on Homebound; which will enable students to continue his or her education.

POLICY FOR ADMINISTERING STUDENT MEDICATION

The parent/guardian of the student should complete a Medication Form from the Upper School Office. Forms 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 or employee at Joshua Christian Academy.
3. Student and office staff will sign and date time medicine was dispensed.

EDUCATIONAL PROGRAM

The **Upper School program**, comprised of students in grades 6 through 12. Utilizing varied teaching approaches, the curriculum is challenging, integrative, and explorative. Students discover and understand their interests, strengths and weaknesses thereby, developing their personalities and Christian character.

CHAPEL

Chapel is designed to provide each student an opportunity to fellowship with God and their fellow school mates. The programs promote the worship of God through songs, plays, dances and prayer. Chapel also allows our students the opportunity to display the gifts that God has blessed them with.

Chapels are scheduled during the school term. During chapel, students are expected to be quiet, attentive, courteous, and reverent. Parents are informed of the scheduled dates, times and attire prior to the program.

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.

Attendance Policy

I. General Provisions

A. School attendance shall be the direct responsibility of parents/guardians and students. All students are expected to attend regularly, receive total instructional time, and 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 students 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. Schools shall track excused and unexcused absences and contact the home in case of unexcused or absences for which the reason is unknown.

D. If a student has at least five unexcused absences, or 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 **Homeroom** teacher shall report the student's attendance to the administrator of the AIT Team. The principal shall, unless there is clear evidence that the absences are not a pattern of non-attendance, refer the case to the school level Attendance Intervention Team (AIT). The AIT will schedule a meeting with the parents or legal guardian and a representative of the district attendance office. 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 authorities.

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 (See below);
- e. Insurmountable conditions as determined by the school principal or other designated district or 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 District.
- g. Participating in educational activities which constitute a part of the school-approved instructional program.

TARDINESS

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

Tardiness- Reporting late to school or class (refer to individual school's tardy procedures). 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 principal or designee. Examples of acceptable reasons for tardiness are the same as the examples of acceptable reasons for excused absences.

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.

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 Office:

The student must obtain a tardy slip from the School Office, the computer will notify the teacher of your tardy and student must present it to the teacher for admittance into the classroom.

Students coming to school after 8:30am without a note will be detained in the School Office that period until a parent / guardian is contacted to verify the reason for tardiness.

UNEXCUSED TARDINESS

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

9 week Grading Period

3rd Tardy Notice of Concern sent home to parent/guardian

4th Tardy 1 day Detention (3:30 pm – 4:15 pm)

5th Tardy 2 days Detention (3:30 pm – 4:30 pm)

6th Tardy 5 days Detention

7th Tardy ISSP (In School Suspension + Parent Conference)

8th Tardy Alternate + Parent Conference

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 serving detention.

Students who have been suspended will pick up their readmits in the administrative suite the day they return from their suspension. Students assigned to isolation will receive readmits from the isolation teacher or administrator, at the end of the day. The student may return to the administrative suite to receive one.

Upper School Grades (7th -12th)

- A. During each grading period, the administrator or designee shall notify parents/guardians by phone, email or in writing on or before the third absence of the student from any class period or school day. Within each grading period, parents/guardians shall be notified by email upon the fifth absence of the students from any class period

or school day to request their cooperation in preventing further absences.

- B. Students who are absent shall receive a grade of zero (0) for work missed for the day(s) or class period(s) in which the absence(s) occur. Students shall be responsible for making up missed work for each absence. Students shall receive 80% credit for the make-up for all absences completed within the allotted time. 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. Students with unexcused absences shall be held accountable through provisions of the Code of Student Conduct. Other appropriate penalties, such as detention beyond the regular school or appropriate counseling programs for students and parents/guardians, may be administered at the school principal's or designee's discretion.
- D. Any student who misses more than eight (8) days of a course or for one grading period must meet both criteria below to be eligible for a passing grade (A-D) in that course:**
 - 1. The student passes the required comprehensive quarter exam or the required comprehensive project in the course. A comprehensive exam or comprehensive project will be given to all students in courses for each grading period.**
 - 2. The student has an overall passing grade in the course for the grading period.**

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 that 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:

JCA Zero Tolerance Policy

Assaults

Threats of Harm and Destruction

Weapons

Arson

Explosives

False Alarms / No Bomb Threats

Robbery

Theft

Drugs / Alcohol / Tobacco

Serious Vandalism

Trespassing

Repeated Insubordination

Disrespectfulness

Obscenities Profanities

Sexual Misconduct Harassment

Bullying

Use of any form of Social Media to disrupt school or harass other students or employees of JCA

UPPER 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** Off task behavior
- 1.06** Chewing gum, eating/drinking in class
- 1.07** Talking without permission
- 1.08** Throwing objects
- 1.09** P.E. uniform violation

- 1.10 Out of class without a pass
- 1.11 Disorderly conduct in hallway/cafeteria
- 1.12 Disruption in class
- 1.13 Failure to follow instruction on the school bus
- 1.14 Use of abusive profane or obscene language or gestures towards another student.
- 1.15 Unauthorized absence from class or school day activity
(remaining on campus skipping)
- 1.16 Illegal organizations (any participation in prohibited secret societies)
- 1.17 Reserve for future use

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

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, text or email to parent and parent signature or documented response required
Step 2	Note, text or email and parent phone contact by teacher
Step 3	Note, text or email to parent and referral to Administrator's Office (All Steps preceding)

Note: Pursuant to Florida, out of school suspension is not a permissible disciplinary action. For this infraction for students who are of compulsory attendance age. As such action code of "07" (Out of School Suspension) should not be used for this offense.

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. 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 of a disciplined nature to an Administrator and the parents.

- Direct Disobedience
- Major disruptive behavior/conduct
- Bullying/intimidating students
- Inciting/sowing discord amongst students
- Disrespect to adults
- Failure to attend detention

- Tampering with school property
- Displays of affection (including holding hands)
- Possession/use of nuisance objects
- Major dress code violation
- Bringing cell phones, video games, or headphones to school
- Dispute – Lower level confrontations such as pushing and shoving or altercations, which stop upon verbal command.
- Unauthorized use of instructional technology
- Non-conformity to general code of appearance
- Using unacceptable gestures
- Coercing student to commit an infraction
- Inciting or participating in a major student disorder
- Use of wireless communication devices
- Defamation of character
- Using unacceptable body gestures
- Throwing items or objects on students with the intent to cause physical harm
- Cheating or copying the work of others
- Gambling
- Extortion
- Intentional threat of a school employee
- Response to physical attack
- Verbal sexual harassment
- Lewd sexual harassment
- Sexual assault
- Reserve for future use

CLASS III OFFENSES

Automatic Referral (No notes issued for Class III offenses)

- Fighting
- Property damage or defacing school (Vandalism)
- Stealing/Possession of stolen property
- Skipping Class
- Lying/Forgery
- Cheating
- Arguing with an adult
- Writing or using unacceptable language
- Slap boxing and or wrestling
- Publicly criticizing school
- Unauthorized use of filming and showing videos of incidents occurring on campus
- Destroying a teachers property
- Inappropriate touching of another student
- Throwing food or any items in the cafeteria
- Gambling
- Unauthorized use or disbursement of medication
- Plagiarism
- Possession of items and throwing with the intent to commit physical harm
- Lewd, Indecent, or Offensive Behavior
- Unjustified Activation of Van
- Teasing
- Defamation of character

- Drug/Alcohol Paraphernalia (Roach clips, Pipes, Mini Spoons, Bongs, Water pipes, Grinders)
- Reserve for future use

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

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

- Sucks (that sucks, you suck, and etc.)
- Pissed off
- Freakin
- Green (that's green, you're green)
- 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

CLASS 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 improve 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 program provided by the school. 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 Board of Trustees.

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

- Possession of prohibited substances or objects.
- Possession/use alcoholic beverages, tobacco products, illegal substances, or drug paraphernalia.
- Threatening to do harm to a teacher, student, or any staff member.
- Student-to-student Harassment.
- Immoral conduct/behavior.
- Unjustified activation of the fire alarm.
- Striking an adult.
- Striking of a student resulting in bodily harm
- Unjustified Activation of Bus Emergency Systems while the bus is moving
- Unauthorized Use of Instructional Technology
- Major Altercations
- The use of profanity to an adult.

- Possession or use of pornographic or lewd materials of any type (including the Internet).
- Fighting at an athletic event with the opposing team, team mates, fans, or using profanity at such an event.
- Inappropriate sexual conduct.
- False alarms/Bomb threats
- Theft / Robbery
- Assault weapons
- Offensive behavior
- Cyberbullying
- Using unacceptable gestures
- Coherence a student to commit an infraction
- Use of wireless communication
- Defamation of character
- Being in an unauthorized area
- Inappropriate touching of another student
- Disbursement of inappropriate material
- Possession/use of cigarette lighters and flicking to cause damage in class structure setting.
- Possession of any illegal substance with the intent to sell or distribute to another person.
- Extortion
- Inciting a riot
- Robbery
- Multiple referrals
- Use of any form of social media to disrupt school or harass a student or employee of JCA.
- Trespassing (unauthorized entering of school property with the intent to cause harm)
- Teen Dating Violence or Abuse
- Reserve for future use

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 indicating the student's destination and the time he/she is leaving the room. When the student returns, the teacher/students will indicate the time on the student's hall pass log sheet. Log sheets must remain a permanent part of the teacher documentation or it will become invalid. Administrator and staff check passes on a regular basis.

UPPER SCHOOL CONSEQUENCES

1. Verbal Warning / Student taken to his/her classroom
2. One After-School Detention (3:30 pm – 3:45 pm)
3. Two Days Detention (3:30 pm – 4:00 pm)

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.

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. Out – of – School Suspension
4. Probation
5. Felonies
6. Behavioral Contracts
7. Discipline work assignments-supervised
8. Cafeteria Detention
9. Class Suspension
10. Network/Internet Suspension
11. Saturday School
12. School Board Hearing (Board of Trustees Behavioral Contract
13. Arrest by Duval County Police Department
14. Educational Solitary Confinement Program
15. Expulsion
16. Peer Mediation
17. Student Accountability Board
18. Parent Shadowing
19. Counsel Referral Intervention
20. Refer to the AIT (Attendance Intervention Team)
21. Goal Setting
22. Planned Discussions
23. Mentor Partner
24. Check In/Check Out
25. Teacher Student Mediation
26. Restitution
27. Restorative Session
28. Meaningful Work
29. Self- Monitoring Toll
30. School Bus Suspension or Revocation
31. Letter of Apology
32. Social Skills Lesson
33. Meaningful Work
34. Self-Monitoring Tool

35. Letter of Apology
36. Reserve for future use

After School Detention

Detention will be assigned and supervised by a faculty member, Office Manager or Administrator. The student will be given at least one day's notice. He/she must keep the assigned detention and provide his/her 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. Parents will be notified 24 hours in advance. All students must meet in the designated teacher's classroom by 3:35 p.m. 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. All students must report to the Administrator's office by 8:05 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 (OOSS)

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.

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.

Network/Internet Suspension

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

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.

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 year and a day has passed.

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.

This recommendation of the principal must be approved by the Executive Director and the Board.

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 (if age 18 or older) or parent.

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.

Searches

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

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 the parent for a fee of \$5.00. The cell phone will be returned to the student at the request of the Administration.

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.**

Headphones/Bluetooth

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

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.

FORMAL DISCIPLINARY ACTIONS AND PROCEDURES

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

**Joshua Christian Academy Upper School uses 12 basic types of discipline:
Any of the following consequences may be implemented**

1. After school detention
2. In-School Suspension (ISSP)
3. Out-of-school suspension
4. Behavioral Contracts
5. Network/Internet Suspension
6. Probation
7. Expulsion
8. Cafeteria Detention
9. Class Suspension
10. Network/Internet Suspension
11. Saturday School
12. School Board Hearing (Board of Trustees)
13. Disciplining-work assignment (supervised or designated activities)
14. Success Agreement
15. Parent-Student Teacher Conference
16. Cafeteria Suspension
17. School Bus Suspension

Commission of Level III or Level IV Infractions by Seniors – A senior who commits a Level III or IV infraction described in the Code of Student Conduct, shall forfeit the right to participate in graduation exercises and other senior related activities until the student has successfully completed all assigned consequences and disciplinary actions. School Board Policies and Procedures regarding assignment to education centers shall apply to students who commit a Level III or Level IV infraction.

PROCEDURES FOR ADMINISTRATION OF FORMAL DISCIPLINARY ACTION

When a formal disciplinary action is required, the principal/designee will make every reasonable effort to contact the parent/guardian immediately. If telephone contact cannot be made, written notice will be sent home with the student, or placed in the U.S. Mail within twenty-four (24) hours.

It is the responsibility of the student to notify and/or deliver to his/her parent/guardian all written communications from the school, failure to do so may result I further disciplinary action.

When disciplinary action reaches the level of denial of educational participation, the following procedural steps shall be adhered to in order to protect the rights of the student.

Suspension

The student shall be given notice of the 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 twenty-four (24) hours (School Calendar Days)**, regarding the reason disciplinary action was taken if a parent cannot be contacted. Generally, a notice and a conference should 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.

APPEALS PROCEDURES

Procedures for Appealing Disciplinary Actions

A parent/guardian wishing to appeal a disciplinary action for a Class I, II, or III offense may appeal to the principal/designee within three (3) days. If a satisfactory resolution cannot be obtained, the parent/guardian may appeal to the appropriate Superintendent. This appeal is a review of documentation and does not involve a formal hearing.

The discipline/administrative transfer of a student for a Class Iv infraction should take place on or before the seventh (7th) day of suspension. However, if the parent/guardian indicates on the Parent Conference Checklist that they would like a review of the principal's decision, the school shall within 24 hours contact the Executive Director of the school.

The review/appeal process does not postpone the pending disciplinary action unless a written agreement can be established between the parent/guardian and the principal that the child should remain suspended until resolution of the appeal. No student should remain suspended for more than seven (7) days without a due process hearing or administrative placement.

The Educational Solitary Confinement Program

This program is designed to isolate your child from general population at school and focus on development of skills that will help them make better behavioral decisions. Parent consent is required to enter this program.

Discipline

When a student in grades 7th – 12th 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	Rubric Weight
* The Point Value will increase by one with each additional occurrence.		
Disruptive Behaviors		
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 6th thru 12th 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 7th – 12th 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.

The discipline/administrative transfer of a student to the alternative center should take place on or before the seventh (7th) day of suspension. However, if the parent/guardian indicates on the Parent Conference Checklist or in writing that they would like a review of the principal's decision, the school shall, within 24 hours, forward the student's Alternative School admission packet to the appropriate Region Superintendent for Level III offenses or to the Hearing Officer for Level IV offenses. The review/appeal process does not postpone the pending disciplinary action unless a written agreement can be established between the parent/guardian and the principal that the child should remain suspended until resolution of the appeal.

Parent/guardian who fails to enroll their child in the alternative school setting may violate compulsory school attendance requirements and is subject to criminal prosecution under Florida Statutes 1003.27 (2). No student should remain suspended for more than (7) days without a due process hearing or administrative placement at an alternative school.

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 Executive Director will have this responsibility. The Executive Director will issue a final order upon the completion of the administrative review. (This is the final step in the process and the Executive Director's recommendation is the final decision from the Board).

Once an Alternative Education Center packet has been forwarded to the Executive Director's 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 7th – 12th 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 * The Point Value will increase by one with each additional occurrence.	Rubric Weight
Fighting/Disturbance		
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
Sexual Offenses/Offensive Language		
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
Theft/Vandalism		
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
Weapons		
3.08	Possession of Prohibited Substance or Object	3
Teasing/Intimidation/Ridicule		
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
Drugs		

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.

GUIDELINES FOR SAFE AND ACCEPTABLE USE OF COMPUTERS AND THE INTERNET

In preparing our students for the 21st 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.

Network Etiquette 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

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.

GRADING 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 just as important as 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

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 7th – 12th 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 are released to go home at 12:00p.m. **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 are released to go home at 12:00p.m. 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 in (ISSP) inside school suspension will follow the makeup work procedures and receive full (100%) credit 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.

STANDARDIZED TESTING

JCA administers the following standardized testing during the school year:

- ∞ **Standardized Test:** Grades K-12, in the spring
- ∞ **Measurement of Academic Progress (MAP)**

INSTRUCTIONAL LEVELS

In grades 6 through 8, instructional programs will be established in each of the core subject areas. All levels will count toward promotion. A student will be counseled in the appropriate level by the instructional staff after an individual analysis of the student's academic achievement level.

To be promoted within middle school at the end of a given year, a student must pass a minimum number of core courses as indicated below and maintain an annual, minimum GPA of 1.5.

1. Core courses are language arts, mathematics, science, and social studies.
2. Teachers and administrators have an obligation to provide timely intervention so that students may recover courses (core or elective) during the academic year.
3. One core course failed and not recovered during the academic year may be recovered during Summer Education Programs (if available) or during the summer through a private or out-of-county provider to *meet course requirements for promotion*.

Note: A student with a disability who has been grade-adjusted through the ESE Reevaluation Review Team shall be promoted based on the credits earned in the years completed during middle school. Promotion for these students are not dependent on credits for grades missed by the student due to the grade-adjustment.

Note: Middle school students taking Geometry or Biology during the 2012-2013 school year are required to take the state End of Course Exam (EOC). If results are available when 4th quarter grades were processed, the state EOC will replace the value of the in the final grade (1/18). If EOC results are not available, the final grade will be calculated without an EOC. As of the 2012-13 school year the awarding of high school credit for Algebra I will require passing the state EOC. Beginning in the 2013-2014 year the awarding of high school credit for Geometry or Biology will require passing the EOC.

Note: A student with a disability, as defined in s 1007.02(2), for whom the Individual Education Plan Team determines that an end-of-course assessment cannot accurately measure the student's abilities, taking into consideration all allowable accommodations, shall have the end-of-course assessment results waived for the purposes of determining the student's course grade and completing the requirements for middle grades promotion. This process cannot take place until AFTER the student has taken and failed the state EOC.

PROMOTION TO HIGH SCHOOL

Promotion of students from middle school to high school will be based on

- A minimum final grade of "D" in Math and English in all 12 required curriculum areas.
- An annual GPA of 1.5 higher.
- A total of 18 credits (**see chart below**)

FINAL EXAMINATION REQUIREMENT

A mandatory final examination in each subject will be given to all students and will count a test grade in grades 6th – 8th.

Any students entering the 6th grade with an achievement level of less than 65% on the placement test in reading, writing and mathematics is eligible for an Academic Improvement Plan. Those students must have a personalized Academic Improvement Plan in place until the completion of 7th grade or the student scores at a higher level of at least 80% or above in reading on a Standardized Test. This determination is based on the previous year's test scores.

PROGRAMS OF STUDY

Students in grades 7 through 12 will receive a progressive course of instruction. Beginning with students entering Grade 7 in the 2012-2013 school year, promotion from a school including grades 7 & 8 requires that the student must successfully complete academic courses as follows: **(schedule may change based on the year entered)**

Required Courses Grades 7 - 8
Language Arts
Mathematics
Science
Social Studies
PE
Health
Electives
Total Credits

Students should be enrolled in 1 quarter of physical education, health, bullying, character education, safety in utilizing the internet, teen dating and violence and abuse each year.

Final Examination Requirement: A mandatory final examination in each subject, to include appropriate end-of-course (EOC) tests with all allowable accommodations as identified on the IEP or Section 504 Plan, will be given to all students and will count as part of the student's final average.

Florida Virtual School: Middle school students may enroll in academically appropriate courses available through the Florida Virtual School and be awarded credit for successful completion of such courses.

High School Courses Taken by Middle School Students: Beginning with the 2012-2013 school year and thereafter, a middle school student who successfully completes a high school course and passes the state EOC (if EOC is applicable) shall receive high school credit (Florida Virtual School).

Note: For students entering ninth grade for the first time in the 2012-2013 and thereafter, the Algebra I requirement MUST be satisfied by passing the State of Florida Algebra I End of Course Assessment or by passing a comparable standardized, statewide End of Course Assessment in another state. For students entering the ninth grade for the first time in 2013-2014 and thereafter, Geometry and Biology requirements MUST be satisfied by passing the State of Florida Course Assessment or by passing a comparable standardized, statewide End of Course Assessment in another state.

Middle school students earning a high school credit through a state approved virtual education provider shall satisfy the one on-line course requirement for high school graduation.

Repeating a High School Course Taken in Middle School: Students may earn credit toward graduation by repeating a high school course taken in middle school that is designated in the State Course Code Directory as a Level 2 or Level 3 subsequent or comparable high school course if they received a final grade of “C,” “D,” or “F.” Only the new grade shall be used if the calculation of the student’s state grade point average. All attempts will remain on the high school transcript and will be included in the student’s high school (ranking) GPA.

In Physical Education Core courses in 6th and 8th grade. A passing grade is required for promotion. The Curriculum for Language Arts shall include Reading, Writing, Speaking and Listening.

FLORIDA VIRTUAL SCHOOL

1. Students, including home education students, may take upper school level courses offered through the Florida Virtual School each year.
2. Florida Virtual School courses shall be available to students after the normal school day or during summer enrollment. Students must be enrolled in a full schedule in the middle school or upper school.
3. Students requesting to take a course offered by Florida Virtual School must have parent approval. Students and their families must consult with the upper school counselor prior to applying to or enrolling in Florida Virtual School.
4. School must accept all academic grades and credits attempted and/or earned at Florida Virtual School. These grades will also be included in the calculation of the student during the first grading period. The administration is responsible for the final placement decision.

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 absences due to illness or other factors
4. Standardized test (MAP)

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

Student must successfully complete all Math and English courses.

- If a student fails two (2) subjects, neither can be Mathematics or English.
- Parents shall be notified during 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 with maturing in self-understanding, self-responsibility and decision-making ability, developing values and attaining those attitudes, 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 contact 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 counselor 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

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, (additional standards may be specified by and individual group's sponsor):

- 1. Academic – Students must maintain a grade point average (GPA) of at least 2.0 with no grade of “F” in the seven major subjects of Bible, English, Math, Reading, Spelling, Science, and Social Studies/History.**
- 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**

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/Activity Sponsor 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 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 eligibility 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. 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 well-being 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.

HIGH SCHOOL

1. The student must achieve a 1.5 cumulative GPA which will be calculated on FINAL YEARLY averages for promotion; but, students must have earned a cumulative of 2.0 to graduate from high school.
 1. Passage of four of the five major subjects (English, Math, Science, History and Bible), two of which must be English and the grade-level math. Students enrolled in an advanced math class for his/her grade level (seventh graders-Pre-Algebra; eighth graders-Algebra I) will not be retained due to failure. If a student is enrolled in one of the above advanced math classes and does not successfully pass the entire (both semesters) year, the student will not be required to attend summer school to be promoted. However, the student will be required to take the respective math course in its entirety during the following school year.

Graduation Requirements and Promotion Requirements:

	9th – 10th	5 credits total including 1 English or 1 Math
	10th - 11th	12 credits total including 2 in English and 2 in Math and/or Science
	11th – 12th	18 credits total including 3 in English and 4 in Math and/or Science Minimum 1.5 GPA on a 4.0 scale
New Standard Diploma and Designation Options		
	For students entering the ninth grade for the first time in 2013-2014	For all students
	Standard Diploma	18 Credit

	Program of Study A		Program of Study R
EN	4 credit		4 credits
MA	2012-2013 ninth grade entry year or before	2013-2014 ninth grade entry year or before	
	4 credits <ul style="list-style-type: none"> Algebra I, Geometry Algebra 2 +1 	4 credits <ul style="list-style-type: none"> Algebra I Geometry +2 	4 credits <ul style="list-style-type: none"> Algebra I, Geometry +2
SC	3 credits <ul style="list-style-type: none"> 1 Biology 2 Sciences 		3 credits <ul style="list-style-type: none"> 1 Biology 2 Sciences
SS	3 credits <ul style="list-style-type: none"> 1 World History 1 US History ½ AM Gov't ½ Econ 		3 credits <ul style="list-style-type: none"> 1 World History 1 US History (EOC 30%) ½ AM Gov't ½ Econ
WL	2 credits must be in the same world language		
PF	1 credit		1 credit
PE	1 credit H.O.P.E.		
EL	6 credits		3 credits
Total	24 credits		18 credits
GPA	2.0		2.0
Online	1 course excluding Drivers Education		
Tests (Passing Scores)	Algebra I EOC* *Based on ninth grade entry		Algebra I EOC* *Based on ninth grade entry year

Certificate of Completion

Students electing the 24-credit General Requirement Option who have not met all graduation requirements shall be awarded either a certificate of completion or a college placement test eligible certificate of completion. Students who receive either of the two certificates of completions are eligible to participate in graduation exercises. Students choosing 18-credit ACCEL Option are not eligible to receive either certificate of completion.

Students entitled to either certificate of completion may elect to remain in secondary school as full-time or part-time students for up to one additional year and receive instruction to remedy the deficiencies. At the end of the additional year, those students who successfully complete all requirements may participate in graduation exercises and receive a diploma dated that school year.

Any student who has received either certificate of completion who subsequently meets the requirements for a standard high school diploma shall be awarded standard high school diploma whenever the requirements are completed.

SCHOOL SAFETY NET

An individualized program of strategies to assist low performing students will be offered after school (tutoring services). Strategies are utilized in the classroom to help low performing students in meeting course promotional requirements.

THE SAFETY-NET PROGRAMS/RECOVERY PROGRAM

The Safety-Net Program is designed to academically support any student before they make a zero on any assignment and give them the opportunity to complete the assignment in the Safety-Net Program. Teachers will design their own Safety-Net Program for the students in their classroom. The Recovery Program will be designed by the Administrator.

Any student missing an assignment will receive a copy of this notice to attend Safety Net Program on the scheduled day. **If the student does not "show up" for Safety Net, the student earns a 'zero" for the assignment.** If the student receives three consecutive notices in a quarter for failure to complete an assignment the student will be placed on **ACADEMIC PROBATION** until the end of the next grading period.

GRADE RECOVERY

Grade Recovery is designed to assist students who have made an effort to be successful in a course but have failed to make adequate progress to meet standards during a grading period. Grade recovery is not a vested right automatically conferred upon a student who receives a failing grade.

To be eligible for Grade Recovery a student:

- Must have earned a “D” or “F” as a quarter in final grade
- Must have made a good faith effort to timely perform classroom work or have accepted additional assistance offered to them during the applicable grading period.
- Must have completed all work that was missed.
- Must complete Grade Recovery in the Upper School approved program, following procedure guidelines prior to end of the following grading period. The time may be extended at the discretion of the principal and teacher.
- Must not have engaged in plagiarism or cheating specifically identified by the teacher which resulted in the unsatisfactory grade.

The recovery grade will improve to a “C” or “B” when the standard is mastered. A grade of “D” may be assigned original grade was an F, and the teacher determined that progress was made.

Courses or Grade Recovery Programs may use academic intervention programs that differ from traditional educational programs and school in scheduling, curriculum or setting goals shall employ alternative teaching and methodologies, learning activities and diagnostic/assignment procedures to meet the needs, interest, ability and talents of eligible students.

Report Card Grades

ASSIGNMENT OF REPORT CARD GRADES FOR A TRANSFER FROM A DISTRICT

A student who transfers from another school district and has been enrolled in JCA 15 school days during the grading period will receive a grade on his/her report card. If the student has not

been enrolled for 15 days they will receive N.O. grade, when the student has successfully completed the work assigned to them, they will receive the earned grade.

For the purpose of a grading period, students transferring from school to school within the county shall have the withdrawal grade from the previous school used by the receiving school, based on the percentage of days the student was enrolled in their previous school.

Grade Placement

Initial Placement

Upon entry into JCA, it is the responsibility of the principal, with the approval of the Director to determine proper grade placement. The placement of students transferring to JCA will be contingent upon verification of records. Alternative validation procedures include successful completion of course work, successfully passing (teacher-made exams) and a minimum grade equivalent score on the Standard Test, in Reading and Math, and/or passing of 68% or higher on the appropriate end-of-course exam.

Grade Placement for Retained Students

A student who has been retained may be assigned to the next grade level during the next school year if the principal determined that the student has met applicable academic standards and will be able to benefit from instruction at the next level. This assignment must be approved by the Director or designee.

Grade Placement for students with records

A student enrolling for the first time who has no verifiable scholastic records will be placed by the principal, (with the approval of the director) in the appropriate classes. The course or grade placement will be validated through the following:

- Satisfactory completion of academic work within a grading period.

Transfer of Credit

Grade placement and/or credits shall be granted at face value when submitted on an official transcript. An official transcript is a document on school letter head and/or embossed with the school seal. It shall be sent by mail or electronically and include the signature of the schools' administrator, where the credit was earned.

When a student does not have an official transcript or is a home education student without an official transcript, the grade placement/credits (not grades) shall be validated through performance during the first forty-five days in which the student is enrolled.

PraxiSchool

Praxi is a student information system parents may utilize to access school and student's information by creating a parent portal online with Praxi. This system may be accessed only if the account fees are paid in full.

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 three grading periods.

These meetings will keep you informed about your child's academic progress as well as what is going on at JCA.

PARENT-TEACHER CONFERENCE

Parents are encouraged to contact teachers for discussion of any aspect of the child's learning experience. 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/her work-study habits, and how he/she 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 scheduled conference please call in a timely manner to reschedule.
4. Four (4) missed conferences without explanation will revoke your scheduling privileges and may lead to the dismissal of your child.

TEXTBOOKS

Textbooks are distributed to your child once the rental book fee has been paid. 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 6th through 12th 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.

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 the disruption of classes in session during the lunch period students will only be allowed to leave the lunch room when the teacher escort 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 the 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. It would even be better if they lined up according to the assigned seats. Students will enter cafeteria without speaking in an orderly manner and proceed to get their lunch and milk 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 and milk.

- 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 an opportunity to go to the Deli and school store if they have not already gone.

Severe Behaviors: 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.

VAN EXPECTATIONS

Responsibilities of Transported Students

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.

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 bus stop for the bus to arrive
- ❖ To enter the bus 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
- ❖ Food and drinks are prohibited on the bus

Safety Procedures for students being transported

- ❖ Wait until the bus comes to a stop before attempting to get on or off
- ❖ Enter or leave the bus 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 window at all times
- ❖ Leave the bus only with consent of the driver
- ❖ Be silent when approaching or crossing railroad tracks
- ❖ Throw no object, paper, or other material in or out of the bus at any time
- ❖ Keep the aisle and step well clear at all times
- ❖ Do not tamper with door handles, windows, and other safety equipment at any time
- ❖ Do not use cellular phones, or electronic devices, (including, but not limited to CD players, DVD players, hand-held games, MP3 players, IPODs or other communication devices).
Exception: Field trips in which the school administration approves the use of these devices or as a 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 Bus 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 (see 2.06 and 3.07). Vandalism or criminal mischief shall include, but not to be limited to, cutting, scratching, writing on, puncturing, ripping, breaking, or otherwise marring, defacing, or damaging any part of the bus. 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 bus for restitution of any damages in accordance with Florida Statute 741.124. If restitution is not received for bus damages, the student's riding privilege may be revoked.

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 will be canceled unless you are notified otherwise.

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, through our phone (tree an electronic call 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 they 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.

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

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.

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.

General Code of Appearance

All clothing must be clean and ironed or parents will be contacted by administration.

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 cut parts with designs are to be worn. Boys are allowed to wear braids or twists. They must be no longer than shoulder length and braided, twisted or platted NEATLY. Detailed maintenance of this hairstyle is important to the continuation of this policy.

Girls are expected to wear clean, neatly combed and brushed hairstyles that are carefully maintained (ponytails, braids, bangs, up-dos, curls, etc.) No cut parts with designs are to be worn.

We stress and expect that students practice and maintain healthy personal hygiene habits on a daily basis. It is the parent's responsibility to supervise and monitor grooming habits of their children.

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 ensure that the uniforms are kept clean and presentable.

The Official Uniform is as follow:

7th – 12th Grade

Girls

- Basic Collar white, light blue or yellow
- Plaid Tie
- Plaid Skirt or skooter (skort) (**no solid blue or khaki skirts, pants or shorts**)
- Socks- navy blue knee socks only (**no white socks, tights, jeggings or footies**)
- Shoes- solid blue, black, brown or white (**no trim colors, boots or sandals**)
- * Polo shirt (**Friday only, optional**)
- *JCA T-Shirt (**for designated field trips or dress down day only**)

7th -12th Grade

Boys

- Short sleeve oxford shirt-white, yellow or light blue
- Navy Blue Tie
- Navy Blue Pants (**no khaki pants or shorts**)
- Shoes- navy, brown, white or black only (**no trim colors**)
- Socks- navy blue, black (**no white or footies**)
- Belt – Solid blue or black
- * Polo shirt (**Friday only, optional**)
- *JCA T-Shirt (**for designated field trips or dress down day only**)

CHAPEL ATTIRE

CHAPEL DAYS

Girls 7th - 12th

- Navy/ Gold Plaid Skirt
- Plaid Tie
- White basic collard blouse
- Socks: Navy or black knee socks
- Navy, black, or brown dress shoes (penny loafers or oxfords)-**no tennis shoes/sneakers on this day**

Boy's 7th – 12th

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

Mandatory! – Navy Blue jacket (**to be purchased by Oct.4th**)

Winter Days: All students are to wear their Joshua Christian Academy Hoody or Navy Blue Jacket

Girls' & Boys' Unisex P.E. Uniforms

All students in grades 7 -8 are required to take a physical education course and **MUST** wear official uniforms. **NO EXCEPTIONS!**

Reproduction of School Logo

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Dress for Success

In an effort to ensure the difference between recreational and professional dress, it is Joshua Christian Academy's goal to make sure that Kindergarten through 5th grade student are aware of dressing for success early. Dress for Success encourages students' behavior, achievement in school and in life. It has been proven that one's attire can determine self-esteem, self-discipline and overall character. Cloths make a string visual statement on how you view yourself.

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. Males must wear their shirts tucked in at all times. Belts are also required to be worn around the waist at all times.
3. Male students may not wear earrings on any part of their bodies while on campus or at any school function.
4. 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.)

5. Beads, combs or ribbons in the hair, or any hairstyle with ponytails are not permitted for males.
6. **No student is permitted to wear Mohawk haircuts, graphic hair designs or symbols in hair.**
7. 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.
8. Female students may only wear earrings in their ears, with a maximum of two in each ear.
9. The hemline of female students should not be more than one (1) inch above the knee.
10. Hats, visors, scarves, headbands, or any other apparel worn on the head are not permitted for males or females inside of the school building.
11. Students may not have more than one (1) button open at any time on their shirts and blouses.
12. Students may be asked to remove certain costly or flagrant jewelry.
13. Tattoos, permanent or temporary, are not allowed.
14. Shoes must be worn. However, bedroom shoes or slippers shall not be worn.
15. Halter-tops, tank tops, backless tops, tops with thin or no straps, or tops that show midriff or expose the body are prohibited.
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.
18. Head coverings, including, but not limited to, caps, hats, bandannas, hair curlers, and/or sunglasses, shall not be worn on school property, unless required by a physician or authorized by school personnel.
19. Students are prohibited from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment. The waistband of shorts, slacks, skirts, and similar garments shall not be worn below the hips. Clothing which is not worn appropriately, is not properly fastened, is suggestive, or has tears that reveal or expose body parts, has printing with words or pictures that have a sexual connotation will not be permitted. All trousers, including oversized or low-hanging trousers, must be worn and secured at waist level. Underwear, midriff and back may not be exposed. If belts, suspenders, and straps are worn, they shall be worn in place and fastened.

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 tops, 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 THE 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 student and must be signed by the parent / guardian and returned the next day.

DRESS CODE – INFRACTION CONSEQUENCES

1st Infraction Out of uniform slip and a \$3.00 out of dress code policy fee, and Parent contact.

2nd Infraction Out of uniform slip and a \$3.00 out of dress code policy fee, and Parent contact.
(The next time this occurs the child will be sent to the office and parent will be contacted to bring the proper clothing for their child).

3rd Infraction (etc...) Out of uniform slip a \$3.00 out of dress code policy fee and Parent called to bring appropriate clothing for the child.

After 3rd 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 being in appropriate attire daily.

- **Please Note: \$3.00 will be charged per infraction.**
(Ex. wrong shoes (3) + wrong shirt (3) = \$6.00 (charged 2 infractions))

Thank you for your cooperation in this matter. Please sign this form and return the following school day.

Total number of Infractions: _____
1st 2nd 3rd 4th

Total amount owed: _____

Parent Signature: _____ Date: _____

Dress Down Days

On designated dress down days, if students would like to wear regular dress down clothes (with limitations) instead of the regular dress uniform attire, the fee will be \$3.00

Dress 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.

Do's	Don'ts
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

Lockers

Students may select a locker of his or her choice. Upper grades will be given priority. Lockers are issued through Office Managers Office. There will be a lock rental charge of \$5.00. Students are required to purchase a combination lock. A combination number will be issued to the student. If the student forgets their combination number, the first time it is re-issued, there will be no charge. However, each additional issuance will be \$5.00. Also, if you wish to change the combination of your locker, there will be a \$10.00 fee for this service. Locks that are lost or stolen must be replaced by the school. Therefore a \$10.00 fee will be charged to the student for replacement of the lock (if purchased through the school).

Locker Searches

School personnel may search student lockers as part of a routine inspection or when they have information leading them to believe that one particular locker contains dangerous or prohibited items.

Identification Cards (ID's)

Joshua Christian Academy students will be issued an ID 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.

Note: Students must wear their student ID's on all field trips.

Schedule Change Policies

No course may be dropped after the fifth day of class. All students who register for a full credit course are expected to remain in the course of both semesters. Poor student performance in any course is not a valid reason for a schedule change. A student's schedule may only be changed under the following conditions:

- A student is incorrectly scheduled due to inadequate or erroneous information.
- An administrative action becomes necessary because of imbalance of class loads, loss of teaching unit, unique or unforeseen constraints.
- An additional course is needed to meet graduation requirements.
- A student previously received credit in a scheduled class.

The Joshua Christian Academy's Upper School employs teachers certified by the Florida Association of Christian Colleges and Schools and other State Departments of Education as necessary. The school administration will decide the instructor for each course section. Students and parents are expected to abide by the choice of instructor. Course content is consistent in all sections with the same catalog number and description.

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 deemed necessary.

FREQUENTLY ASKED QUESTIONS

What should I know if I just want to visit the campus (see my child/come to an appointment) before going to the classroom or cafeteria?

When visiting the school campus, you should always enter the main school office. A receptionist will greet you and provide you with directions. The receptionist will have you sign in and give you a visitor's pass. Do not enter the main hallway without the required 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 receptionist. The receptionist 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 five unexcused tardies count as one unexcused absence.

Who do I contact for...

A. Discussing my child's grade?

The teacher first, then, if necessary,
Upper 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 Upper School Administrator.

C. A question about discipline?

Upper School Administrator: (904) 388-2227 Ext. 22

D. A question about attendance?

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

E. Making an appointment with a teacher?

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

F. Need a Transcript?

Upper 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. 29