



# Parent/Student Handbook

*2019-2020*  
*updated 05.30.2019*

## Welcome!

Welcome to Johnson Ferry Christian Academy! We are excited that you and your family will be joining our community. This handbook will give you the information and tools you need to settle in to JFCA. Included are our statement of faith; academic philosophies and curricula selection; extracurriculars and athletics; special events; guidelines for student conduct and relations with peers, teachers, and staff members; expectations for classroom performance; and other requisites for total student success here at JFCA.

Please read this Parent Student Handbook carefully. **Make sure you and your student read and understand the material herein.** Take time to talk over the guidelines and expectations together so everyone is clear about our stipulations. Any portion of this Handbook can be updated at anytime at the discretion of the administration.

### Statement of Faith and Key Core Values

At Johnson Ferry Christian Academy, our Christian faith is the foundation of who we are, what we do, and why we do it. We are dedicated to the mission of evangelism and committed to teaching and representing the good news of Jesus Christ to our JFCA families and students. It is our goal that our families demonstrate a strong testimony and commitment to a growing relationship with Jesus Christ. We encourage parents and children to begin or grow in a relationship with Jesus Christ.

The JFCA family is a vibrant and diverse group from multiple backgrounds and church denominations. Our core theological convictions, based on established Christian tenets, are woven through all aspects of participation at JFCA to provide unity in the midst of our diversity. **Our core values include Rigorous Academics, Vibrant School Culture, Personal Development, and Spiritual Growth.** Families should understand that JFCA will present Christianity as outlined in our Statement of Faith. Please read this statement carefully.

If you have questions regarding Christianity, our staff welcomes your inquiries. If you currently are not a member of a church, we ask you to consider attending worship at Johnson Ferry Baptist Church.

### STATEMENT OF FAITH

I. God the Father: We believe, love and worship the one and only unchanging, sovereign, and loving God, the Creator and Ruler of all things in heaven and earth. God is manifest in three persons: Father, Son, and Holy Spirit. *Gen 1:1,26; Ex 20:2-3; Deut 6:4; 1 Chro 29:11-12; Job 38-41; Ps 90:2; Matt 6:9; 1 Peter 1:2*



II. Jesus Christ (Son): Jesus Christ, our Lord, is God in the flesh. He is the Son of God, conceived by the Holy Spirit, born of a virgin, fully God, fully man, sinless. He died on the cross in our place for our sins, was buried, resurrected from the dead, ascended into heaven, and now sits at the right hand of God the Father, as our Advocate, and will return to judge the living and the dead. *Matt 1:18-23; Luke 1:31-33; John 1:1-18; Acts 1:9-11; Acts 2:22-24; 1 Cor 15; Heb 1:1-3; Rev 5:9-14*

III. Holy Spirit: The Holy Spirit is the third person of the Trinity, exalting Christ and convicting us of our sin and need for Jesus Christ. He fully lives in every believer from the moment of salvation. He comforts, teaches and empowers us to live in righteousness. He equips every believer with spiritual gifts for service in the Body of Christ. *Matt 1:18; John 14:16-17; John 14:26; John 15:26; John 16:7-14; Acts 1:8; 1 Cor 3:16; 1 Peter 4:10*

IV. Bible: The Bible is the divinely inspired Word of God to reveal God and His will to man. The Bible has God as its author, salvation for its end, and truth without any mixture of error. The Bible is the sole authority for Christian living. *Deut 4:1-2; Ps 12:6; Ps 19:7-10; Ps 119:105, 160; Heb 4:12; 2 Tim 3:16; 2 Peter 1:20-21*

V. Man: Man is made in the image of God – created to worship God, to glorify Him and to have dominion over the earth. Sin separates man from God and man is eternally doomed unless he receives salvation in Jesus Christ. *Gen 1:26; Ps 8:3-6; Acts 17:26-31; Rom 3:10-18, 23*

VI. Salvation: Since all persons are separated from God by sin and are in need of forgiveness, God offers the free gift of salvation. Each person must individually accept this gift, repent of sin, and place faith in Jesus Christ as Savior and Lord. *Ex 6:2-8; Matt 16:21-26; John 3:15-16; John 17:3; Rom 3:23; Rom 5:1; Rom 6:23; Eph 2:8-9*

VII. Eternal Security of the Believer: We believe our true salvation, provided by the grace of God through faith in Jesus Christ alone, is eternally secure. It is imperishable and no man or circumstance can snatch us out of the powerful hand of God because Jesus Christ has made an everlasting covenant with us. *2 Sam 23:5; John 3:36; John 5:24; John 10:28; John 14:6; 2 Tim 1:12; Heb 7:25; 1 Peter 1:4; 1 John 5:11-13*

VIII. Priesthood of the Believer: Every believer is a minister and has direct access to God through the high priest, Jesus Christ. *Eph 3:7; Eph 4:11-16; Heb 4:14-16; Heb 10:19-22*

IX. Family: The family, composed of persons related by blood, marriage or adoption, is ordained by God as the foundational institution of human society. Marriage is a lifetime covenant commitment of one biological man and one biological woman reflecting the union of Christ and His Church. The framework of marriage provides for the intimate expression of companionship and sexual relationship, including procreation, according to biblical standards. Children, from the moment of conception, are to be protected, preserved and valued as a gift of life from God Almighty. Parents are to love, teach, discipline and model biblical truth before their children; children are to honor and



obey their parents. *Gen 2:18-22; Ex 20:12; Lev 20:13; Ps 127:3-5; Ps 139:13-16; Prov 22:6; Mark 10:6-9; 1 Cor 7:1-16; Eph 5:21-33*

X. The Church: Jesus Christ is the head of His Body, the Church. The Body of Christ is composed of believers. The purpose of the Church is to carry out His mission in the world and is best lived out in local, autonomous churches. *Matt 16:15-19; Acts 2:41-42, 47; Rom 12:4-8; 1 Cor 12; Eph 4:10-16; Rev 2 & 3*

XI. Leadership in the Church: God calls individuals, whose lives best exemplify the biblical qualifications of the position of pastor, overseer/elder, ministerial staff and deacon to lead the local body. They are selected and affirmed by the local body after prayerful consideration. Leaders are called by God to uphold church doctrine and to live lives worthy of respect. The local church is called to submit to their authority. *Acts 6:1-8; Acts 20:28; Phil 1:1; 1 Tim 5:17-22; Titus 1:5-9; Heb 13:7,17*

XII. Baptism and the Lord's Supper: Baptism by immersion follows Christ's example, symbolizing death, burial and resurrection to new life in Christ. It serves as a testimony of faith after accepting Christ as personal Savior and Lord. The Lord's Supper is an act of obedience and a testimony of faith. It symbolically memorializes the death of Jesus Christ. Self-examination and confession of sins should precede participation in the Lord's Supper. *Matt 3:13-17; Matt 26:26-30; Matt 28:19; Acts 16:30-33; Rom 6:3-5; Col 2:12*

XIII. Church Discipline: We believe that the Bible teaches church discipline. God disciplines those He loves (Heb 12). He uses the leadership of the Church to prayerfully administer His discipline (Gal 6:1) according to Scripture (Matt 18:15-18 and 1 Cor 5:1-13). Discipline is administered in hope of restoring the one who has fallen into sin back to a right relationship with God and the Church. *Matt 18:15-18; 1 Cor 5:1-13; Gal 6:1; Heb 12*

## KEY CORE VALUES

In addition to our Statement of Faith, we also adhere to Key Core Values. Please read them and share them with your student.

- Johnson Ferry Christian Academy's greatest desire is that our students become more and more like Jesus.
- We want to provide our students with a Christ-centered education and environment.
- We want to reach students and families involved in JFCA for Christ.
- We believe in teaching a Christian worldview while utilizing many forms of curricula to teach our students.
- We believe that our Christ-centered vision for education is unchanging but our methodology will be ever changing.



- We want to have a “Kingdom Vision” for ministry.
- We want to be faithful stewards.
- We believe that prayer connects us with God, our power source.
- We want to do ministry with excellence.
- We believe we should provide our students with an extra-mile servant ministry.

## OUR ACADEMIC PHILOSOPHY

Our vision at JFCA is to provide a Christ-centered, accredited program of excellence, grounded in Christ and the Christian worldview and established in the Old and New Testament scriptures. Further, we believe students learn, perform, demonstrate, and excel when the components of curricula and instruction are thoughtfully planned and effectively implemented. Worship, Bible study, and service are integral parts of a complete education. We are committed to developing Christian thinkers through Christ-centered teaching that exposes students -- as they mature -- to secular viewpoints and materials while they learn to maintain their Biblical foundations in a lost world.

Our students come from various backgrounds, and it is our goal that through Christ-centered instruction, whether utilizing secular or Christian texts, that students are prepared to deepen their Christian beliefs. In this way, they will remain firm in their faith throughout their lives, while engaged in employment or service in any global workplace or post-secondary institution. As a school, we are accountable at all levels (God, the church, our Board of Directors, as well as federal, state, and local entities).

As partners with parents, we share in the charge given to the Old Testament people of God:

“Hear O Israel: The Lord is our God, the Lord alone. You shall love the Lord your God with all your heart, and with all your soul, and with all your might. Keep these words that I am commanding you today in your heart. Recite them to your children and talk about them when you are at home and when you are away, when you lie down and when you rise”  
(Deuteronomy 6:4-7).

From this perspective, we nurture the mind, body, soul, and spirit of each student through opportunities in academics, physical education, music, art, Bible study, worship, and service. We see our Christian school as an extension of the church and home. When all three are united in a Christ-centered perspective, children receive a strong foundation for dealing with life experiences. We ask that all parents and students acknowledge our philosophy and statement of faith and support the objectives of our school.



## A COLLEGE STYLE EDUCATION MODEL

A college style Education can be defined as a combination of the best attributes of a traditional classroom experience, professional instructors, and appropriate levels of parental involvement. Although some may argue that the idea of a college style education for children ages 5 – 18 has been around since the one school classroom, in its more progressive form, it has really been founded, rooted, and has blossomed over the past two decades. A blend of on-campus school days with teachers and satellite school days with parental guidance, as necessary, the college style model consistently produces excellent students who transition to college quite easily, since they have experienced a college-like program for many years. Even though our model is unique, we are still required to adhere to a 180-day school year. Satellite school days and summer assignments are designed to meet this requirement.

At every grade level, we strive to promote high academic standards within a secure and supportive Christ-centered environment through the collaborative approach to education. The key to our educational philosophy is a small classroom environment partnered with involved Christian parenting. Students complete their teacher directed assignments under the supervision of parents in the satellite classroom on the alternate days.

You may be wondering about your role on satellite class days. Here's a quick guide:

### The Ever-Evolving Role of a JFCA Parent

The role of parents in our unique model is not static; it's an ever-evolving role that responds to the needs of students. We see the parent role along a continuum that is not necessarily grade or age specific. While the youngest learners certainly need parents as partners, there may be times during high school where students need a parent partner- perhaps because of a particularly challenging course, a short-term health issue, or maybe it's just due to changing teenage hormones.

It is also completely normal to slip back to a previous stage. As life and school become more challenging, students may need more support along the way. These stages are not lock-step moves; they are recursive and fluid in nature.

We encourage you to consider what your role is with your student on satellite days. Knowing the current stage may help you think about how you might help your student develop greater independence and promote you to the next parent phase.

Parent as **PARTNER**: In this phase parents sit right alongside their children helping them interpret and complete assignments. Parents manage the entire satellite day. The role is one of a learning partner because the student is dependent on the parent. Parents in this phase recognize their child needs them physically close, emotionally available, and academically supportive.



Parent as **MANAGER**: A parent manager is one who oversees all operations on satellite days, may need to jump in and provide guidance or direction, but is beginning to see signs of budding independence in some areas of student learning. However, students still require oversight and observation. Parents in this phase notice that students don't need them sitting beside them anymore, but they still need to be in close proximity.

Parent as **GUIDE**: The parent guide is one who is able to step back and check in periodically on student learning. The student is testing the waters and beginning to demonstrate some independence while still needing the parent to provide guidance and wisdom. Parents in this phase notice they can step away and students are able to continue or finish tasks independently.

Parents as **COACH**: In this phase the parent role shifts dramatically to one who is on the sidelines offering guidance and wisdom only as needed. The parent coach still keeps tabs on learning, but only steps in when students get off course or could use adult wisdom. Students are demonstrating independence with minor lapses that require some short-term coaching. Parents in this phase notice they aren't needed for the day-to-day satellite learning but may be needed for occasional bumps in the road.

Parents as **SUPPORTER**: A parent supporter is one whose role is that of encourager and cheerleader. Students are managing their satellite day work well, keeping up with their grades and extra-curricular activities, and functioning well independently, but they still need someone encouraging them along the way. Parents in this phase, while it's a welcome shift, may begin to feel nostalgic for the previous stages and wish for time to slow down.

## Scope and Sequence Considerations

No matter what role you are currently filling, we encourage you to embrace it! Ask God to equip you to meet the ever-evolving needs of your children and pray for wisdom and discernment in the process.

We put much thought, planning, and prayer into our curricula selection. It is our goal that materials – whether for core classes or electives – reinforce our philosophical, academic, and scriptural standards. Core classes are those normally considered essential for an adequate and basic education: Bible, Math, Science, History, English, Literature, and Latin.

Our accreditation stipulates standards and requirements we must follow, and we keep these requisites firmly in mind when reviewing curricular options. Our teachers help preview and select curricula, with approval from the administration and/or the Board. Parents may also review our curricula and literature lists in advance. In fact, we encourage this!

When selecting curricula, we search out excellent and rigorous materials with a Christian perspective. Sometimes, we select secular curricula if no Christian equivalent – either in scope or quality – is



available. We avoid materials that purpose to undermine Biblical truths. Moreover, when a secular item is used, Biblical principles within and/or related to the course objectives are also presented to the students.

JFCA provides access to educational technology resources (such as IXL, RAZ and Naviance) to our students. We evaluate the educational benefits and privacy risks of all potential products and make decisions based on overall educational value and limited risk potential. Each software provider has a Privacy Notice which describes its information practices. For information about these privacy practices, please see the representative company's website. Parents are encouraged to oversee the provision of personal data and online activity.

We understand that Christian families differ in opinions and preferences. Each year, we provide a literature list, so you may see what your student will be studying prior to enrolling or re-enrolling. There may also be instances where a teacher makes a mid-course change or addition to the literature or curriculum resources. If you choose not to preview the list or later find that certain content differs from your personal convictions, please detail your concerns in writing to the teacher. He or she will review these concerns and forward them to the administration. Please include the book title, author, ISBN number, and page number references of questionable content.

If you feel compelled to challenge the adoption or use of a particular text or materials, please submit your concerns in writing to the teacher and the administration. Decisions on curricula made by the Dean of Curriculum and Instruction are final.

## OVERVIEW OF OUR ACADEMIC PROGRAM

JFCA offers a college preparatory program, and our expectation is that our students will attend college. Our curricula options are academically challenging, and they include Honors level courses in the academic core as well as an on campus and online dual enrollment program. Students who desire to take a more rigorous course of study take advanced placement (AP) courses through Georgia Virtual School (GAVS) or dual enrollment courses. Our teachers love the Lord, have a passion for their subject areas, and embrace all the qualifications you would expect from great teachers.

Our elementary and middle school (grades kindergarten through eight) aims to nurture, stimulate, and challenge our students. We desire for students to feel loved, encouraged, and challenged to excel in every aspect of their lives. We select appropriate curricula to prepare students for a rigorous course of study in high school and college.

There are many extra-curricular activities available for our elementary and middle school students including athletics, robotics, yearbook, musical theater, academic team, art, and more. We also offer socials, events, and field trips.





At JFCA eighth grade is challenging, as students begin to take high school courses. It will take some students longer than others to make this transition. Further, you as the parent may find the course material more difficult for you. Perhaps you aren't able to help your student as much as you once could. If you discover that your child is having a particularly difficult time in a subject and you are not sure how to help him/her, contact the administration regarding tutoring options. It's better to be proactive before your child becomes discouraged.

JFCA's high school courses continue to meet our standards for rigor and engagement. We strive to challenge our high school students and expect them to demonstrate an excellent work ethic. We help them set goals for success in every aspect of their lives. In addition to an outstanding college prep program, we offer many extracurricular opportunities, such as Bible Study, Athletics, Student Leadership, National Honor Society, Newspaper, Yearbook, Musical Theater, Art, Service and Volunteer Prospects, Socials, Events, Clubs and Organizations. Our robust academic program of study and diverse list of extracurricular options provide students with a rich and rewarding high school experience.

The school year is divided into two semesters of two terms each. Five academic courses are the minimum required for each semester, except in the case of seniors who have already met their graduation requirements; students taking GAVS; or dual enrolled students at other institutions. Students are required to obtain five academic credits each academic year.

The strength of our program results in part from our small classroom size and our concentration on fewer demanding courses rather than a multitude of less demanding ones. Accordingly, parents and students are encouraged to pay special attention to scheduling to assure that desired electives are available. We will provide initial course schedules for planning purposes only. Final course offerings will be available after our office has received the April enrollment deposit.

Depending on the course, students may have a mid-term, final exam, or end of course testing requirements. Final exams and EOCT's will not count for more than 15 percent of a student's cumulative grade for the course. Teachers provide exam information and weights on their course syllabi.

Progress information is always available through the PlusPortals system. Term grades are only a point in time, whereas the cumulative grade is reflected in the final grade column. We send out official progress reports each semester to students with failing grades. JFCA also distributes report cards at the end of the school year semesters. Report cards are sent electronically. Grades on the transcript show as a final letter grade; numerical averages are available. All grades are recorded on the transcript, including repeated courses. Honors courses are weighted with an additional one-half quality point. AP and dual enrollment grades are weighted with an additional quality point. Any level Foreign Language IV, V, VI, VII, or VIII receive one bonus quality point. A grade of "P" (Pass) is not considered in grade point average computation.



You will find each teacher's contact information on the class syllabus and the Portals. At any time, you may contact a teacher to set up a conference to discuss any issue regarding your student's work and grades. If either you or your student has a concern, please contact the teacher first for discussion and resolution. If you cannot find a resolution after meeting together, then please contact our Dean of Students. We outline this procedure, which follows Matthew 18 and James 3, in this handbook under Comprehensive Grievance Policy.

On the last day of school, students drop off their books in the morning and then pick up their new books for the next school year before going home. New students should come to campus at the end of the last day of school to pick up their books for the upcoming school year.

By the middle of June, your students will receive emails from their teachers welcoming them and outlining their summer work. This work is to be finished over the summer months and handed in on the first day of school.

Every effort has been made to clearly provide all marketing, admissions, and refund policy information in the most ethical manner possible to help ensure that students and parents are fully aware of the challenges of the hybrid program environment.

**Accommodations:** JFCA is unable to provide support for students with learning disabilities, IEPs or 504 plans that change our educational program. If your student has learning differences that JFCA may not provide for, we suggest that you notify the instructor so they are aware; however, it is not our expectation that teachers provide accommodations or modifications for coursework or testing environments. We do recognize that smaller classroom settings and satellite class days provide many benefits to students with learning differences and families may choose JFCA. We support these decisions with the understanding that these differences cannot place demands on our administrative and teaching staff.

## LATIN COURSE OF STUDY

You may have been surprised to learn that Latin is the foreign language that JFCA offers. Latin study has enjoyed a renaissance in the last decade, for a variety of reasons. There has been a renewed interest in the classical model of education, which is a very successful approach that has stood the test of time. Latin is foundational to this model.

Consider these points:

- Studying Latin will help develop rhetorical and analytical skills that are applicable to virtually any occupation.
- Rhetorical skills gained from studying Latin contribute to a stronger ability to communicate. In this competitive world, teachers, admissions officers, interviewers, and employers look for strong written and verbal communication skills.



- More than half of English vocabulary is derived from Latin.
- 90 percent of English words longer than two syllables are Latin based.
- Learning Latin vocabulary makes it much easier to study modern romance languages, such as Spanish, French, Italian, Portuguese, and Romanian, which have direct Latin roots.
- A firm understanding of Latin grammar, which can easily be obtained after just a single year of Latin, will make it easier to learn grammar in practically any other western language.
- Deciphering Latin sentences can help students develop skills at recognizing patterns and analyzing language with almost a mathematical perspective. Latin is an inflected language and the endings of words tell you exactly what role each word plays in a sentence; so words can be positioned in any order and still have exactly the same meaning.
- Statistics prove that Latin students score higher on the SAT's Critical Reading section.

Finally, college admissions look favorably on students who have received a classical education, including Latin. Applicants who have studied Latin often gain admission over applicants who studied other languages, all other things being equal. We have seen this with our students at JFCA. Studying Latin gives students an academic edge.

Latin is the foundational language for our program at JFCA. Students begin their Latin studies in seventh grade with Introduction to Latin and complete Latin I in eighth grade. Ninth grade students take Latin II. In tenth grade, students continue their studies through Truett McConnell University while also receiving college credit.

A more detailed piece on the benefits of studying Latin – a language that is by no means “dead” – would be Cheryl Lowe’s article, *Top Ten Reasons for Studying Latin*.

## STUDENT SCHOLARSHIP PROGRAM: GASSO

As a Georgia taxpayer, you may choose to designate a portion of your Georgia taxes to JFCA instead of to the state of Georgia. You can donate 100 percent of your state tax liability to JFCA, up to \$2500 if married filing jointly. When you file your taxes, your liability is reduced **dollar for dollar** by what you contributed to JFCA! Example: If you think you will owe \$1500 to Georgia this year (based on last year’s taxes), you can contribute \$1500 to the SSO for JFCA before Dec. 31. When you file your taxes next year, the state will credit you \$1500. This way, JFCA -- and your child -- benefit directly or indirectly from **YOUR hard-earned money**.

## GRADUATION REQUIREMENTS AND HOPE ELIGIBILITY

The Georgia Department of Education determines the graduation requirements. Currently, the GDOE offers one diploma option, which requires 23 Carnegie Units (credit hours) for graduation. Graduation requirements are subject to change. JFCA requirements:

- English: 4 units



- Mathematics: 4 units
- Science: 4 units
- Social Studies: 3 units
- Foreign Language (at least 2 units), Fine Art (at least 1 unit) = 3 units
- Physical Education: .5 units
- Health: .5 units
- Electives (core preferred): 4 units

Although a third year of Foreign Language is not required for high school graduation, it can help with HOPE eligibility requirements, and also indicates rigor for college admissions.

The HOPE scholarship program specifies a list of graduation requirements a student must meet in order to be eligible to receive the scholarship. Students graduating in 2019 must pass at least four courses from a list of academically rigorous courses in order to meet the requirements. This list includes:

- Advanced Math, such as Advanced Algebra and Trigonometry, Math III, or an equivalent or higher course
- Advanced Science, such as Chemistry, Physics, Biology II, or an equivalent or higher course
- Advanced Placement courses in core subjects
- International Baccalaureate courses in core subjects
- Courses taken as a unit of the University System of Georgia in core subjects where such courses are not remedial and developmental courses
- Advanced Foreign Language courses

Moreover, colleges also have their own admissions requirements. We encourage our high schoolers to research those colleges that interest them to make sure they meet all requirements.

## SCOPE AND SEQUENCE

Our academic scope and sequence for middle school is fairly straightforward:

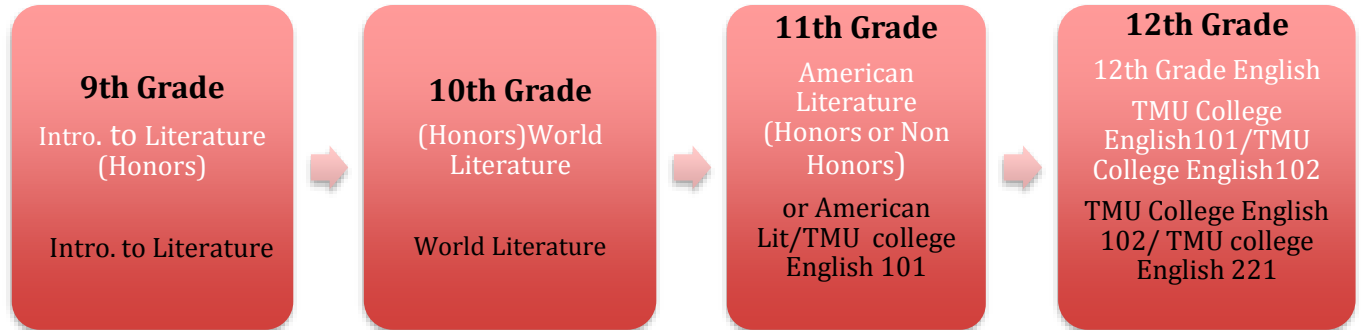
- In sixth grade, students take Bible, English, Mathematics, Science, and History classes.
- Seventh grade students take Bible, English, Mathematics, Science, History, and Introduction to Latin 1.
- In the eighth grade, students take Bible, English, History, Mathematics, Science, and Honors Latin 1. A potential of three high school credits are possible by taking Algebra I, Physical Science and Latin.



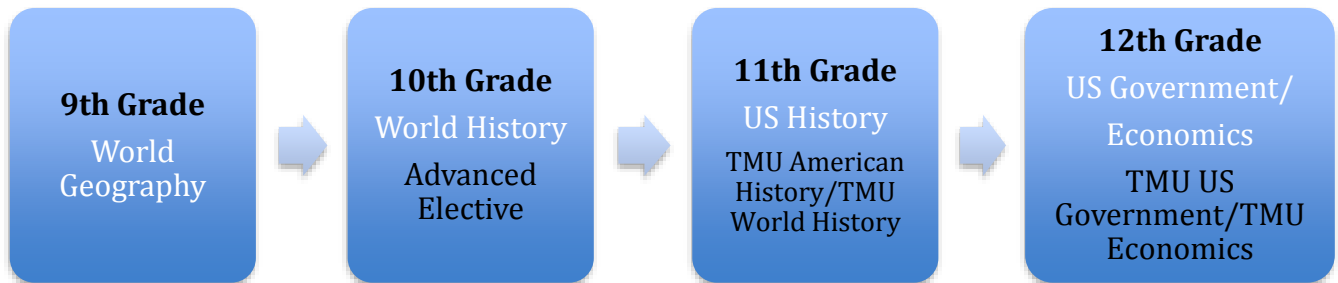
Qualified high school students may participate in our Truett McConnell University (TMU) dual-enrollment program.

The scope and sequence for high school includes varied tracks for students to pursue. The following graphic illustrates the possibilities. All students must have .5 credit in Health and .5 credit in Physical Education to graduate. JFCA also requires three credits of Latin starting in seventh grade. Electives vary from year to year. Twenty-three total credits are needed for graduation. (TMU denotes courses taken through Truett-McConnell University.)

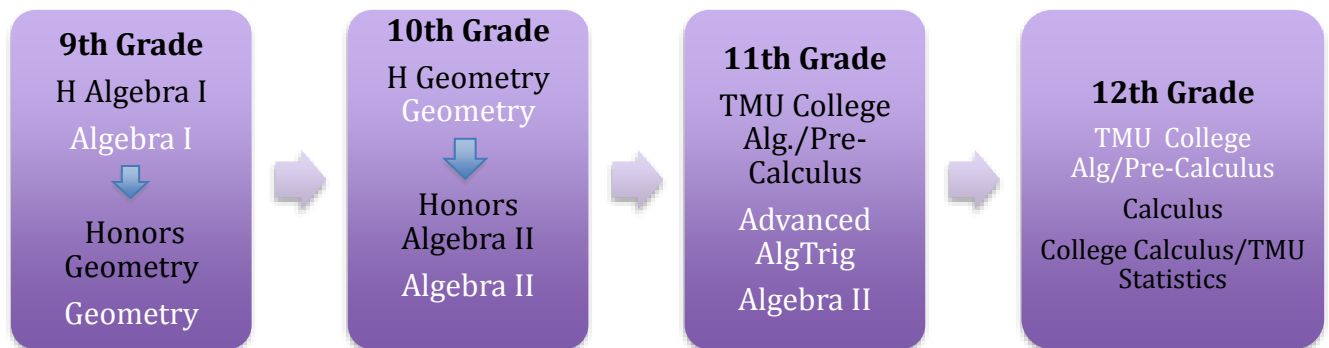
**English**



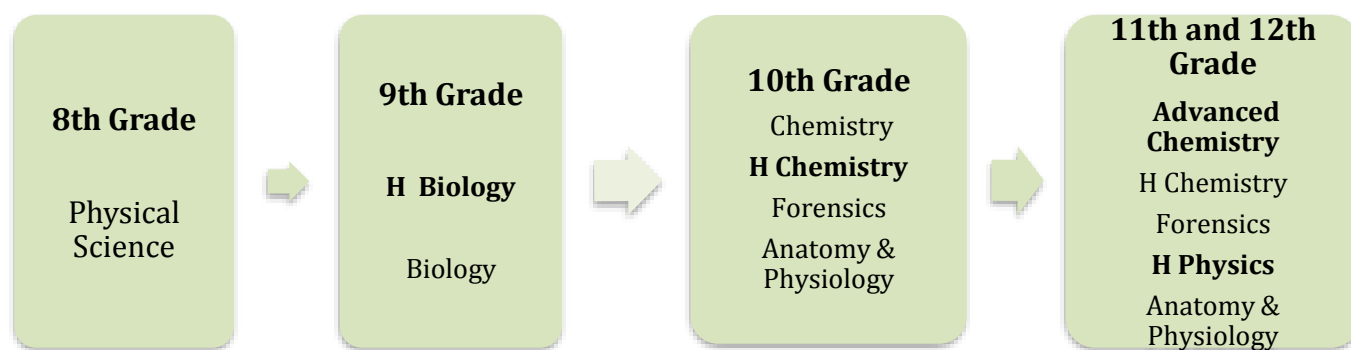
**Social Studies**



**Math**



## Science



## ACADEMIC PERFORMANCE

Students are required to maintain at least a 2.5 grade point average (GPA) each semester. GPAs for each student will be calculated at the end of each semester.

Grade point equivalents:

A = 4.0 (90 – 100)

B = 3.0 (80 – 89)

C = 2.0 (74 - 79)

D = 1.0 (70-73)

F = 0.0 (below 70)

If a student's GPA falls below an overall 2.5, that student will be placed on academic probation the following semester. Additionally, any student failing 1 or more courses during the school year will be placed on academic probation. Students who are on academic probation may be ineligible to participate in sports, extracurricular activities, or events and risk continuing as a student at JFCA. We will arrange a parent/teacher or administrative conference to discuss the issue. If at the end of the next semester the student's GPA (for the current grading period) has not risen to at least a 2.5, that student may be dismissed.

Regarding homework, we expect that students complete 100 percent of their homework. Students should maintain a 90 percent or better homework grade average for each class. If the student consistently maintains below a 90 percent homework average, their eligibility may be re-evaluated related to extracurricular activities, sports and enrollment for the following academic year.

K – 8<sup>th</sup> grade students who receive a grade of D or F in any course may be required to repeat the grade (provided space is available) or be unable to continue at JFCA regardless of GPA. High school students who receive a grade of F in any course will not receive any quality points for that course. A grade of F may impact re-enrollment. Parents and administration members will meet to discuss options, which may include grade recovery or repeating the course at the family's expense. In such



cases, courses must be taken through an accredited program. Transfer students may be required to repeat any courses in which they received a D or F at their prior school; the transfer grade will then be replaced by the JFCA course grade.

Students who do not demonstrate proficiency in a course, especially a foundational high school course (core subject), may be required to repeat that course regardless of the grade received. Subject teachers have the authority to recommend that a student repeat a course on these grounds. Additionally, we may place students on academic probation based on placement exams or a lack of subject proficiency.

## TECHNOLOGY REQUIREMENT

Johnson Ferry Christian Academy has the following technology requirements for students (to be provided by parents in the satellite classroom):

- A PC or MAC computer, with an up-to-date operating system
- A working printer
- Internet
- Adobe flash player (latest version)
- Microsoft Office or Google Drive
- Mac browsers – Safari, Chrome, and Firefox
- PC browsers– Internet Explorer, Chrome, Firefox

## EXTRACURRICULAR ACTIVITIES

We are pleased to offer our students a number of extracurricular activities to enhance their educational experiences. These opportunities are open to our full-time students. Participation is, of course voluntary, but we encourage our students to explore options in student leadership, clubs, and sports.

**Yearbook:** We are very proud of our student-produced yearbook, the *Vision*. The success of the yearbook is totally dependent upon student input. High school students are expected to submit photos and other documents requested from the yearbook staff. Parents are also instrumental in providing pictures from sporting events and other socials.

**Student Newspaper:** The *Saints Observer* is another excellent student-produced publication. The student staff take photos, write articles, design the layout, and arrange for distribution.

**Theater:** JFCA has three musical theater programs: Elementary, Middle, and High School. Participants take part on stage and behind the scenes to produce high quality productions. JFCA



also has a High School One-Act Play program that competes in the GICAA Regional and State Competitions each year.

**Clubs and Organizations:** We offer several groups for student involvement, leadership, and service. Among these are National Honor Society/National Junior Honor Society, Quill and Scroll, Student Leadership, and Chick-fil-A Leadership Academy. We have Middle School and High School Academic Teams. Elementary and Middle School students also have opportunities for field trips throughout the year.

Extracurricular activities will not take priority over the academic program at JFCA. Each student must have parental permission in writing to participate in certain activities. All students participating in extracurricular activities must maintain a GPA of 2.5 or above. Some activities require a higher GPA. Students may be prohibited from participation in extracurricular activities as a disciplinary action. Participants, participant fees, or participant-initiated fundraising will cover operating expenses for extracurricular or social activities, unless funds for the activity have been budgeted.

### **SPECIAL EVENTS AND SOCIAL ACTIVITIES**

JFCA offers a variety of special events and social activities for our students and sometimes their families. Social activities may be available to full-time students, their families, and siblings. Participants, participant fees, or participant-initiated fundraising will cover operating expenses for social activities, unless funds for the activity have been budgeted. Some activities require written parental permission. Each student must have parental permission in writing to participate in certain activities. Social activities will not take priority over the academic program or extracurricular activities at JFCA. Students must maintain a 2.5 or higher GPA to participate and may be prohibited from participation in social events as a disciplinary action.

**Chapel:** There are four chapels per school year, and they are held on Tuesday's or Friday's. Students will report to their 1<sup>st</sup> period course. Parents wanting to attend are encouraged to go straight to the Sanctuary. On Chapel Days, JFCA will have a modified class schedule and release at the normal time, 3:00pm. Each high school class's officers plan and produce one chapel. Our praise band leads worship, followed by a speaker and special announcements.

**Chick-fil-A Spirit Days:** The Chick-fil-A at Woodlawn hosts several JFCA Spirit Days throughout the year. Pop in for an after-school snack or for dinner later that day, and Chick-fil-A will give our school 20 percent of the proceeds. Just mention you are with JFCA.

**Parents in Prayer:** On Tuesday mornings after drop, you can gather with other parents from 8:15-9:15am to pray for our school's staff, teachers, and students. Contact the office for more details.





**Picture Day:** Picture day will be announced in the Fall. Students are not required to wear Identifying Shirts, but all other Dress Code Guidelines apply. There will be one day for make-up pictures.

**Graduation:** Our graduation ceremony will be held on a designated day after the last day of school. All JFCA families are welcome to attend this event, which is in the Sanctuary, and the Reception following.

**PSAT, and ITBS Testing:** (Standardized Testing) We offer the PSAT for 10<sup>th</sup> & 11<sup>th</sup> grades in October and 8<sup>th</sup> & 9<sup>th</sup> grades in January. We offer the ITBS (Iowa Test of Basic Skills) over a two-day period for other grades. All students who do not take the PSAT or SAT must register and take the ITBS. A student must take the test we offer or may register for a National SAT or ACT on their own. The student must alert the school if they are not taking the PSAT or there is a \$25 fee. Mandatory testing of each grade level is a required component of our school accreditation. You will receive registration links to sign up your student for testing.

**Spirit Days:** Randomly throughout the year we hold a “Spirit Day” that encourages students to dress according to a certain theme. Those students who participate will be eligible to win either Middle School or High School gift card prizes. Please note that the Dress Code Guidelines must still be followed on these days, and a school identifying shirt is required if the student is not participating in Spirit Day.

**Math Prep:** A Math Prep course will be held the week before school starts for student’s scoring low on Math testing or a final grade in math below 74.

**New Student Orientation:** Middle and High School New Student Orientation will take place prior to school beginning. You will be notified of the time and place. It will also be on the School Calendar. On the first day of K-5 classes, parents are invited to meet the teacher and learn about the curriculum and attend new student orientation activities.

**First Day of School:** Students in grades 6<sup>th</sup> – 12 will begin classes (see school calendar for date) with a morning chapel for both students and parents. Parents of students in all grades are welcome to attend chapel. Additionally, parents of students in grades 6 – 12 are invited to attend classes with students; however, this will be a shortened instruction day and for most classes, it may be standing room only given class size.

**Middle School Kick-Off Event:** During the first week of school, all middle school students will gather for a special event.

**High School Retreat:** High school students attend a weekend retreat at the beginning of the school year. This is an incredible time for students to get reacquainted with one another and to meet new classmates. While not mandatory, we highly encourage 100 percent student participation, in order to start the year off with a common bonding experience. Great food, lots of fun, and a



wonderful, motivational Christian speaker are all part of this weekend. The cost is included in your tuition. We will send you information regarding this event.

**Socials:** Throughout the year we hold socials for each grade. Past socials have included meeting after school at one of the area yogurt, cupcake, or coffee shops; meeting at the movies; and going ice skating.

**Homecoming Dance and Prom:** We host a Homecoming Dance in the Fall for all our high school students and a Prom in the Spring for juniors and seniors. These special events give our older students the opportunity to enjoy both a semi-formal and formal social occasion.

### Guidelines

- Tickets: The price will be higher for non-JFCA and Alternative Education Student (AES) students.
- Signed Parent/Student Handbook on file is required prior to purchasing a ticket.
- The Dress Code will be distributed during the school year.
- Parents or students who have any doubt about the appropriateness of their attire should ask a school administrator ahead of the event rather than be placed in the embarrassing situation of being turned away at the door.

### Guests

- JFCA students may be escorted by a fellow JFCA High School student or invite a non-JFCA student of the opposite gender as their escort.
- An additional Guest Approval Form is required for an escort who is not a current student at JFCA.
- Please note all escorts must be of the opposite biological gender.
- Non-JFCA guests are subject to a higher ticket price.

### Dance Regulations

1. Students must enter and leave with their guest. Once you have entered the dance/event, you may not leave until the dance is over.
2. All students are expected to adhere to the school policies regarding PDA, handholding (except to escort your dance partner), kissing, etc. are not acceptable at JFCA school activities.
3. All school rules apply at school-sponsored events for both students and guests. Violations will result in consequences which may include detention, suspension, and in some cases, expulsion. Violators may be subject to arrest and prosecution.



4. The following are specifically prohibited at school-sponsored dances: dance moves that are sexually explicit or which may result in disruption or injury (i.e., grinding, dirty dancing, twerking, moshing, etc.)
5. Any person removed from a dance/event by school chaperones is NOT ENTITLED to a refund.
6. Middle-school students, regardless of age, are not permitted to attend a JFCA dance/event unless their parent is a chaperone.
7. No people over 21 years of age may attend a JFCA dance/event unless they are alumni, chaperone, or receive prior approval.

### **JFCA SAINTS ATHLETICS PROGRAM**

We are excited and blessed to offer a robust athletics program to our students. Presently, our JFCA Saints compete in archery, baseball, basketball, bass fishing, cheerleading, cross-country, football, golf, gymnastics, soccer, swimming, tennis, track, and volleyball interscholastic games and meets. High school student-athletes have the chance to letter in their sports. We encourage and expect our student-athletes to behave in a manner that honors God and our school.

Student athletes must maintain JFCA standards for academic performance as outlined in the *Academic Performance* section to be eligible for sports participation. Students placed on academic probation may be subject to loss of eligibility as determined by the administration. In addition to JFCA standards, including the *JFCA Major Guidelines of Conduct* and the *Honor Code of Conduct*, student athletes will be held to any league or association requirements related to athletic eligibility. The top priority will always be to help a student correct academic or conduct issues in order to rejoin the program.

Saints Athletics operate as a self-funded sports program at JFCA. As a pay-to-play sports program, a sport's participation fee is calculated to satisfy the full cost of successfully navigating a season. Costs include, but are not limited to: school and league administrative costs, facilities, officials, equipment, uniforms, coaches, transportation, or insurance which will vary from sport to sport and year to year. Failure to satisfy a sport's participation fee will affect a student's athletic eligibility with JFCA. This financial commitment does not guarantee playing time, which is at the discretion of the coaching staff.

The following are behavioral guidelines for our JFCA Saints student-athletes:

1. Treat coaches, other players, all volunteers, and officials with respect.
2. Be open to coaching, instruction, fair criticism, and guidance through the season.
3. No lying, cheating, stealing, or engaging in dishonest or unsportsmanlike conduct on or off the field.



4. No disrespectful conduct, profanity, obscene gestures, offensive remarks, taunting, boasting, or other actions that demean anyone.
5. No intentional harming of another person.
6. Maintain a healthy lifestyle and do not use alcohol or drugs, including performance-enhancing drugs.
7. If there is a concern with another player, coach, or volunteer, follow the Matthew 18 model and privately try to resolve the conflict with the person directly in a Christ-like manner, preferably at a time and place that is non-public. If the issue is not resolved, students should seek their parents' advice and then that of the coach or Director of Athletics.
8. No gossiping or undermining either the team or the athletic program at JFCA.

## JFCA OVERALL GUIDELINES

We created our guidelines in order to create an atmosphere centered on glorifying and serving God, treating others with courtesy and respect, and educating our minds, hearts, and spirits.

The JFCA Board of Directors is not involved with day-to-day procedures and activities of JFCA. However, when deemed necessary, the Board may be involved in major guidelines decisions. Some of these include financial, disciplinary, and academic related decisions.

## TYPICAL SCHOOL DAY PROCEDURES

**Dress Code:** We instituted a dress code policy in order to give our students a guideline for attire that is appropriate for a learning environment. **Students are required to wear a JFCA identifying shirt when coming onto campus for classes and activities on ALL days, Monday–Friday. Any outerwear worn throughout the day must also be JFCA identifying. The JFCA identifying shirt/outerwear can be from the spirit wear collection, or a shirt created/distributed through a club, activity, or sport associated with JFCA that also meets the Dress Code policy.** This is for the safety of your students and allows us to quickly identify a JFCA student on our open campus facility.

Please note: Students participating in Leadership positions will be held to a different standard on the days of their special events. This expectation includes, but is not limited to, the Praise & Worship Band on Chapel Days, those involved in Leadership of Chapel on Chapel Days, and those involved in Leadership during events and ceremonies such as Graduation.

Bottoms:

- Dress slacks, khakis, or jeans
- Cropped pants



- Form-fitting pants (if top is fingertip length, i.e., covers bottom and crotch area)
- Shorts, skirts, or skorts no shorter than 3 inches above knee

Ladies Accessories:

- Make up and jewelry must be in good taste.
- One pair of earrings

**\*\* The following are inappropriate and will not be allowed:**

- Excessively tight pants
- Loungewear or pajama pants
- Tank tops
- Garments with holes that reveal skin or appear to reveal skin
- Exposed undergarments
- Extreme hairstyles
- Multiple pairs of earrings
- Body piercing or plugs
- Visible tattoos
- Unnatural hair color or makeup

**Spirit Wear:** Links are located on the Student or Parent's - Main Portal Page > under the heading at the bottom of the page, "School Links & Files," >then under the folder "Spiritwear Links."

**Drop Off and Pick Up:** JFCA uses the south main entrance as the official location to drop off and pick up your student. First period starts promptly at 8 AM, and students should arrive no later than five minutes prior, but no sooner than 15 minutes prior to the start of class.

**Student Drivers:** Students of driving age who hold a Georgia driver's license can drive a vehicle to and from school with the following limitations.

- Students driving on campus need to file their make, model, and license plate number with the school office.
- Students may not leave campus at any time during the day unless a note has been provided to the administration indicating a need to leave for appointments such as doctor, dentist, etc. This means that students may not leave campus during the lunch hour; parental permission will not be accepted for this request. All students need to eat lunch in the Student Center North.



- Students may not entertain in their vehicles upon arriving to school. Instead, they must gather their belongings and immediately enter the building.
- Students may not have other students sit in their vehicle or drive onto or off campus unless the student is a sibling or in a carpool situation that has been approved and the Georgia Department of Vehicle Safety rules are followed regarding passengers.
- Students speeding, burning rubber, or engaging in other intentional reckless driving will lose permission to drive onto campus for a minimum of one week.
- Vehicle stereos are to be turned off when entering the parking lot and may not be used while in the school parking lot.
- Students will use the parking lot in front of the large playground area. This is the large, side lot next to the south main school entrance.

## COMMUNICATIONS BETWEEN HOME AND SCHOOL

At JFCA, we utilize several communications platforms: PlusPortals, the JFCA “Current”, a weekly school newsletter, our website (jfca.org), emails and APNotify, a text message system. We also use Facebook to share good news, as well as, announcements.

**Rediker PlusPortals:** This is our school’s Learning Management System. This is where the student will see each of their classes and access homework requirements, class syllabus, current posted grades, and obtain school wide communications. A master school calendar lists upcoming sporting events and club events.

**Announcements:** Please regularly check the Announcements, Notifications, and Alerts section of the Portal for important school information. We expect parents and students to monitor the Portal and school calendar. The school resources section contains forms you may need and lists of tutors available.

**JFCA Current:** This weekly email will help keep you up to date on what is going on around campus, including the latest news; upcoming social, service, and sporting events; reminders; and ways you can serve our school. The JFCA Current is sent on Mondays via email to both parents and students.

**Student File Boxes:** Each family has a file in our file boxes at the blue desk next to the Matchbox on the 2<sup>nd</sup> floor. Students should check these daily for returned work, letters, or flyers about upcoming events.

**Parent Meetings:** The JFCA administration hosts grade-level parent meetings during the first months of school. Please make every effort to attend. You will meet other parents, pray for our school, enjoy a time of fellowship, and have an opportunity to ask questions.



**Student/Parent Course Schedule Conferences:** In the spring, all returning high school students will meet with the school counselor to discuss course options for the next school year.

**Naviance:** This is a college planning software that will be made available to high school students to aid in planning for their majors. Seniors will apply to colleges, request transcripts, and letters of recommendations all through the Naviance system. Our guidance counselor and registrar monitor your progress to ensure the best possible success and placement for college.

## FINANCIAL INFORMATION

JFCA is a self-funded program, and we rely on tuition and charitable contributions to continue the ministry. When you commit your student's attendance through the application process, this includes a financial commitment, as well. When a student enrolls at JFCA, we reserve a place for the entire school year. The school makes an annual commitment to provide school resources, so we require an annual financial commitment from the family. Once tuition payments begin in April, you are obligated to pay tuition for the entire year. **Therefore, we expect that if your student leaves our school at any time, for any reason, the family will complete their tuition obligation in full.** Tuition and fees are non-refundable under any circumstance. The application fee is non-refundable as well, even in the event of non-acceptance. JFCA reserves the right to release records only when a family's financial obligations have been met.

JFCA utilizes PlusPortals for registration, tuition, and school and athletic event payments. To simplify our financial process, we appreciate your use of this system. Due to the increasing percentage of JFCA families choosing to pay by credit cards, the fees credit card companies charge us has taken an increasing toll on the school budget. As a result, we have found it necessary to pass through credit card charges to those choosing to pay by credit card; this new policy will become effective June 1, 2018. ACH is available at no cost to families. Additionally, credit card chargebacks will be assessed a \$20 fee and ACH returns will be assessed a \$10 fee. **A late payment fee of \$25 will apply to payments received after the due date. Guidelines are as follows:**

1. *In the event fees are not paid within the first five working days of the month due, a fee reminder email will be sent. This will be done no later than the tenth of the month and will indicate any assessment of late payment fees.*
2. *If fees are still not paid, or written arrangements are not made within 30 days of the date due, the Head of School or his/her delegate will personally contact the student's parents or responsible party. The essential elements or agreements made at that time will be signed, recorded, and filed.*
3. *Should payment of fees still not be received within 45 days of the due date, a pending expulsion notice will be sent by certified mail to the student's parents or responsible party.*
4. *If after all the efforts noted above have been exercised and a period of 60 days has elapsed from the due date, without payment or written arrangements, the school administration will inform the family that their student(s) is expelled for non-payment of fees.*

In the event that any absence requires tutoring help from the teacher to make up for missed class lecture, instructions, and/or quizzes and tests, the parent or student must schedule that time at the



teacher's convenience and compensate the teacher at a rate of \$50/hour. If scheduling conflicts between the teacher and student require that the student take a missed quiz or test in the school office, an administration fee of \$50 will be charged to a student's account.

## PERIODIC EMERGENCY DRILLS

We routinely conduct fire, catastrophic weather and shelter-in-place drills during the school year to prepare students and teachers to handle these emergencies. The school is equipped with an automatic fire alarm system, which, when activated, can be heard throughout the building. To train students in proper emergency exit procedures, fire drills are scheduled regularly. A fire drill exit chart is posted in each room so students know which route they are to use when vacating the building. Please be aware of and discuss with your student the following rules:

- When the alarm sounds, all class activities must cease and everyone must exit promptly.
- Classroom doors are to be closed and lights are to be turned off.
- Students must walk quickly in a single-file line. No running or pushing.
- Students must remain quiet while exiting or re-entering the building.
- Students are to listen to any directions given.

## ATTENDANCE GUIDELINES

Students need to attend all classes regularly in order to maximize their learning and be academically successful. Repeated absences could impact grades, drop class standing, decrease scholarships, affect acceptance into a student's top post-secondary school, require more than the customary four years of high school to graduate, removal from a class, or result in poor recommendations to future employers. Students should be aware of these possible consequences. Learning to attend class regularly and to be on time are habits that are beneficial in high school, college, work, and life.

Through the cooperative efforts of both you and the school, students will develop positive attendance habits and attitudes that will be helpful to their present and future endeavors. It is your responsibility to ensure your children attend school regularly and are punctual.

Our school information system, Rediker, will notify parents with an automated email when a student is missing from school for any reason. If the parent is aware of the absence, no further action is required; however, if the parent believes it is an error, they should email the Registrar at [registrar@jfca.org](mailto:registrar@jfca.org). Absences are tracked on the portal.

The system will also provide a skip report, which indicates when a student is present in a class and then misses a class during the same day. The Dean of Students will follow up with the family in these cases and discipline may follow.





## EXCUSED ABSENCE OR TARDY

Johnson Ferry Christian Academy requires written documentation via email notification to all teachers for an absence. An absence should include the following information: full name of student, date of absence, reason for absence, and parent/guardian name.

The following constitutes excused absences: personal illness, death in the family, or pre-approved educational travel or participation in sports. All other absences will be recorded in the student's record as unexcused.

***Please note:*** Sleeping late is not an excused tardy or absence.

Additionally, students must arrive to their classes on time each period. Students delayed in getting to class on time by another teacher need to obtain a note. Students who need to attend to personal issues that take longer than time given in between classes need to stop by the office to obtain a note for the tardiness to be recorded as excused.

Students will receive a zero "0" as a daily grade for unexcused tardiness. Skipping school or cutting class individually or as a group, even with parental permission, is not acceptable and considered an unexcused absence.

## PRE-PLANNED ABSENCES

In an effort to use the allotted school time wisely, JFCA does not encourage absences based on a family's convenience. We expect that a student will be in school each day, including those before and after official school holidays.

In the event of a planned absence, please make arrangements for your student to compete and submit his/her work prior to the absence, if at all possible. It is the parent's/student's responsibility to request a list of the assignments that will be missed during the pre-planned absence at least one week before the absence. All assignments (homework, projects, quizzes, and tests) must be submitted at the latest on the day the student returns to school. Any work completed at school will be at the convenience and discretion of the teacher.

## ABSENCES DUE TO ILLNESS

Please contact each teacher to let him or her know about your child's absence and to arrange for classwork to be made up.

*See school health guidelines for more information about what constitutes an illness.*



## CANCELLATION OF SCHOOL DUE TO INCLEMENT WEATHER

JFCA typically follows Cobb County guidelines regarding school closings. In the event of inclement weather affecting the opening of the school, or the early release of students, you will be notified using our APNOTIFY system which will send a text message and an email to each household. We also use Facebook to communicate this information, as well.

## SCHOOL HEALTH GUIDELINES

To protect the health and safety of the students at JFCA, we have enacted the following:

- First aid treatment will be rendered for minor injuries. If an emergency medical situation arises, medical treatment for the child will be sought at the nearest hospital.
- If an antibiotic has been prescribed for any reason, the child should be kept home until the medication has been administered for 24 hours.
- Students with a fever of more than 100.4° F will be sent home. Students with a fever of more than 99.4° F accompanied by other symptoms such as cough, sore throat, headache, abdominal pain, etc., will be sent home. Students may return to school after being fever free without fever-reducing medications for 24 hours.
- Students will be sent home for vomiting at school unless it is determined that vomiting was not due to illness (e.g., PE, emotional reasons). Students may return to school 24 hours after the last vomiting episode.
- Students will be sent home if more than two episodes of diarrhea occur during a school day, or if one episode of diarrhea is accompanied by fever, abdominal pain, or vomiting. Students may return to school 24 hours after the last diarrhea episode.
- Students found to have head lice or nits (eggs) will be sent home. A child must be free of lice and nits (eggs) in order to be readmitted to school.

Please note that we will send students home when we determine that the health of other students may be in jeopardy, or when the child is clearly ill enough to not be benefiting from the school experience on a given day.

## MEDICATIONS AT SCHOOL

**Students are NOT permitted to have any medications in their possession while on the school campus.** Additionally, the possession of another **person's** prescription medications will be



viewed as a violation of the school's tobacco, drug, and alcohol guidelines and will be treated as such. With certain medical conditions (e.g., diabetes, asthma, severe allergy), emergency medications may be kept with the student after the medication has been reviewed and recorded in the office.

If medications are needed while at school, the student must visit the office to obtain them. We require that all **prescription** medication be in a prescription bottle with the name of the pharmacy, medication, prescribing physician, exact dosage of medication, date the prescription was filled, and expiration date of medication clearly indicated. Medications will not be given from an envelope or plastic bag. It is necessary that all prescribed medication be presented by the parent/guardian and given to the office. It is the student's responsibility to come to the office for the prescribed medication at the appropriate and pre-determined time. All medications will be kept in a locked medicine area in the school office. Records will be kept of all medications administered. JFCA does not assume the responsibility for the effects any medication may produce.

## ENROLLMENT REPORTING AND ATTENDANCE VERIFICATION

JFCA provides a Form DE 1111 to each county in which our students reside to verify enrollment. We maintain attendance records for our students in compliance with the Georgia Accrediting Commission.

Students who require a Certificate of Attendance to obtain a driver's license must email [registrar@jfca.org](mailto:registrar@jfca.org) one week prior to needing a Certificate of Attendance. Please note that the form expires within 30 days of the notarized date and signature. The student will be notified upon the completion of the form for pick up.

Students under 16 in need of a work permit must email [registrar@jfca.org](mailto:registrar@jfca.org) to make an appointment to meet with the registrar to complete the form after the student has generated the initial information. The student must bring his/her social security number and all of the information about the workplace such as the manager's name, phone number, email address, physical address, as well as the number of hours expected to work.

## STUDENT RECORDS

JFCA maintains a permanent cumulative file for each student, which includes health records, grades, and standardized test results. With two business days' notice (and barring a court order to the contrary), any parent may have access to his or her child's cumulative file. This file may be reviewed in the presence of a school administrator.

We will release the contents of the cumulative record to another school upon request. However, the financial accounts of the student's family must be current before any records can be released. All requests for financial records must be in writing from the person who signed the tuition financial contract.



## EXPECTED STUDENT CONDUCT

At JFCA, we expect students to conduct themselves with courtesy and humility, as servant-leaders, in accordance with the conduct of our Savior, Jesus Christ. As Christians, we recognize that we do not belong to this world any more than Jesus does (John 17:14). We are different and should strive to live differently from the world.

This different way of living will be evident in all aspects of our students' conduct: respectful interpersonal relationships with the administration, faculty, staff, and peers; strong character and integrity; exemplary actions; modest dress; and admirable work ethic.

Please read with and review the Honor Code of Conduct below with your student. All students must adhere to the Honor Code of Conduct at all times. Following this Code requires courage, consistency, conviction, diligence, and a genuine enthusiastic effort. This pledge will become part of each student's permanent file.

## HONOR CODE OF CONDUCT

Recognizing Jesus as the Author and Finisher of my faith, and the Word of God as the supreme standard for all wisdom and knowledge, it is my aim to develop myself accordingly, realizing that as I seek first His Kingdom and righteousness, all these things shall be added (Hebrews 12:1-2; James 1:5-6; 1 Peter 1:24; 1 John 2:5-6, 5:3-5). I will endeavor to follow the will of God for my life and to exemplify Christ-like character through daily personal prayer and consistent study of the Word of God, and through faithful group worship both at school and at church (Matthew 7:7-11; James 1:22; 1 Peter 1:13-16; 2 Peter 1:10-11; Galatians 4:7).

I will apply myself to my studies and endeavor to develop my mind in Christ (Luke 2:52; Philippians 2:5; 1 Corinthians 1:5). I will practice the good moral and health habits listed in the Johnson Ferry Christian Academy handbook and regularly participate in wholesome physical exercise (1 Corinthians 3:16-17; Romans 12:1). I will yield my personality to the healing and molding power of the Holy Spirit (James 5:14-16; Acts 1:8, 2:1-4). I will endeavor to faithfully give heed to the call of God on my life and develop the gifts and abilities God has given me (1 John 2:20; 1 Corinthians 12:18-31; Ephesians 4:11-12). I understand that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin. (Gen 2:24; Ex 20:14, 17, 22:19; Lev 18:22-23, 20:13, 15-16; Matt 19:4-6, 9; Rom 1:18-31; 1 Cor 6:9-10, 15-20; 1 Tim 1:8-11; Jude 7). I understand that God created the human race male and female and that all conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore sin. (Gen 1:27; Deut 22:5).



I will seek to share the love of Christ through personal witness and specific ministry on a regular basis in an area of Christian service (Matthew 28:19-20; John 15:17; 1 Corinthians 15:58, 9:22; 2 Corinthians 5:18). I will learn to accept all school guidelines with a positive attitude because discontent, is a costly attitude that can rob me of the pleasure of being a positive student, can become nothing more than a bad habit. I will refrain from being disrespectful, selfish, irresponsible, demanding, discourteous, irreverent, or destructive with my attitude toward fellow students or teachers. I will at ALL times refrain from the use of profanity, offensive slang, vulgarity, envious rivalry, and foolish jesting. ‘We do not lie, cheat, or steal nor tolerate those among us who do.’

I am not only expected to adhere to these guidelines but also to promote and encourage my peers in following them. I will submit myself to the leadership of Johnson Ferry Christian Academy and/or any rules or regulations that may be adopted or changed from time to time. I realize that my attendance at Johnson Ferry Christian Academy is a privilege and not a right. I determine to give my best and to prayerfully support Johnson Ferry Christian Academy and its philosophy of providing a quality education without compromising the Word of God.

If a student fails to follow this Honor Code of Conduct, there will be loss of privileges and other consequences as a result. Some of these may include: theme writing, loss of field trips, removal of extracurricular sports for a specific period of time, probation, etc.

## MAJOR GUIDELINES OF CONDUCT

It is our sincere prayer that all JFCA students achieve academic and personal success at our school, to the glory of God. We also expect students will strive to do their best in the endeavors here at the school. We have set the guidelines below as standards of measurement and action steps to help students stay on track and reach their goals. However, we also reserve the right to attend to each student as an individual, unique human being, and we will use our judgment in each case accordingly. In such cases, written records explaining our decisions will be placed in the students’ file.

We desire for all our students to exemplify Christ-like behavior to the best of their ability. To that end, all students MUST follow these rules at all times, both on and off campus, as long as they are enrolled at Johnson Ferry Christian Academy.

The rules are MAJOR GUIDELINES and will result in a student being sent immediately to the office if a guideline is broken. The administration will make a decision on consequences after reviewing the situation. Consequences will match the severity of the offense, up to and including expulsion.

**I. Students are to respect authority.** They must obey teachers and all others in authority. Ephesians 6:5-8 - “Slaves obey your earthly master with respect and fear with sincerity of heart just as you would obey Christ. Obey them not only to win their favor when their eye is on you, but like



slaves of Christ, doing the will of God from your heart. Serve wholeheartedly, as if you were serving the Lord, not men, because you know that the Lord will reward everyone for whatever good he does, whether he is slave or free.”

- Talking back or arguing is not permitted under any circumstances. If a student disagrees with the teacher or feels that his teacher is being unfair about a discipline procedure or work assignment, he should quietly and respectfully ask for a time to discuss it. Discussions can be following class, by phone, or e-mail. A student may not waste class time to debate his view.
- Negative talk about the school, staff, or other students is not permitted. Scoffing, scolding, or making disrespectful remarks or other disrespectful behavior are not tolerated.
- Students shall not post or contribute content to any social networking or other internet site that reflects negatively on JFCA. We reserve the right to monitor randomly students’ social networking platforms, and inappropriate material will be dealt with on a case-by-case basis.

**II. Students are to respect others.** Words spoken are to be true and should edify. Hands and actions should help or bless others.

- Gossiping about or picking on another student is not permitted.
- Rumors (started or repeated) are not permitted.
- Name-calling is not permitted.
- Profanity, vulgar speech, and obscene actions are not permitted.
- Fighting and any other physical action that results in harming someone is not permitted.
- Cheating, lying, and stealing will not be tolerated. A student who chooses to do so will receive a grade of “0” on that assignment or test. Any student who assists another in cheating will also be penalized.
- Horseplay, loud noises, and running are not permitted on campus.
- Students will not bully other students. Bullying is defined as repeated, willful attempts or threats to cause injury, to intimidate, to harass, or to embarrass. Cyber-bullying falls into this same category and includes phone calls, text messages, instant messenger, online posts, or hurtful comments, videos, or audio broadcasted online.
- Immoral or offensive materials (books, magazines, posters, cards, or other media) are not allowed, and JFCA reserves the right to permanently confiscate and destroy these materials.



**III. Students are to respect property.** The building, grounds, equipment, and supplies are provided by the sacrifice and tithes of Christian people. Students are to care for the school's property.

- Writing, carving, or any other damage to desks, walls, floors, furniture, or building is not permitted. This includes carpet, windows, items on stage, etc. Any such damage will result in a minimum \$15 vandalism fee to be paid by the student.
- Touching or using any musical instrument, sound equipment, or computer is only permitted with prior permission from an authorized adult. The penalty for not complying will be a \$15 fine paid immediately to Johnson Ferry Christian Academy. Moreover, the student will also be responsible for any damage that may occur in such a case.
- Dangerous items (including but not limited to knives, guns, needles, fireworks, explosives, matches, razor blades, etc.) are not permitted at Johnson Ferry Christian Academy at any time. Students who bring such items could face expulsion.
- Science equipment damaged or broken by a student through misuse will be either repaired or replaced at the parents' expense. Please refer to the Science Laboratory Safety Rules.
- All textbooks except for consumables (books students directly write in, such as workbooks) belong to Johnson Ferry Christian Academy. Parents will be required to replace textbooks that have writing, highlighting, or damage. Students must use book covers on hardback textbooks at all times. Books must be returned the last day of school each year.

**IV. Students are to practice good moral and health habits.** Johnson Ferry Christian Academy students are not permitted to use, possess, or imply the use of any illegal or harmful substance on the school grounds, at home, or anywhere else, including the use, possession, implied use, of paraphernalia. Any students found with illegal or harmful substances on school grounds will be immediately suspended until the Board can meet to examine the case. In most cases, students who break this guideline will be expelled. Further, students must keep their internet activity, email, and texting activities free of these references.

- Students are not permitted to possess, sell, use, or imply the use of alcohol, tobacco, electronic cigarette or similar device, or drugs. They are not permitted to possess paraphernalia for such items either.
- Students are not permitted to be involved in any immorality.
- Public displays of affection, such as holding hands, kissing, or other such activities, are not permitted on campus or at school-sponsored events.



- Students may not be involved in any action or activity, especially of an immoral or illegal nature, on or off campus or through internet social networking and websites, that seriously harms the name of Christ or the school's reputation in the community (such as, but not limited to stealing, vandalism, premarital sex, use, possession, or implied use of alcoholic beverages, illicit non-prescription drugs, over-the-counter drugs, sexual abuse, occult involvement, or physical assault).
- Students will not participate in or promote sexual behavior that is not consistent with Christian principles or the JFCA Statement of Faith.
- A habitual attitude not in harmony with the goals and spirit of the school will not be tolerated.
- Any form of harassment toward teachers or fellow students is not permitted at any time.
- Illegal activity in any form will not be tolerated on or off campus.
- Involvement in witchcraft, the occult, astrology, etc., is not permitted.

The Bible is clear that forgiveness of sin is available to all. Students who request a meeting with their parents and the school's administration and confess (with repentance) about participating in any of the above within one week of the activity may be given grace in the form of temporary suspension instead of expulsion. However, such a student must give a personal confession with repentance before another person discloses the infraction.

## CONDUCT GUIDELINES

At JFCA, we strive to build positive character within our students through preventive discipline. Our goal is to develop Christ-like characteristics, along with motivation and good study habits, among the students. In order to reach these standards, we've implemented the following guidelines for all grades. **Students are to follow these guidelines for common courtesy and are to be respectful to authority and orderly in their actions.**

### Guidelines for Classroom Behavior

- Be in class and seated prior to the start of class.
- When the teacher addresses the class (lecturing, explaining, illustrating, etc.), students shall not talk.
- There is absolutely no talking during tests. Students must raise their hands and wait for the teacher to approach them. Any student who speaks out during testing without first raising his hand and waiting for the teacher to respond will receive 5 points off their test grade.





- If a student would like to respond to a teacher's question, the student should raise their hand, wait to be recognized, and then respond. When students are to interact without this procedure the teacher will make the exception clear (e.g., discussions, group participation, etc.).
- Bring all materials to class: pencils, paper, books, assignments, etc.
- Complete all assignments on time. Assignments not turned in on time will lose 10% per day late off their grade. This includes take home quizzes and tests as well as projects. Daily work is checked in class by the instructor, and students will lose points as determined by the teacher for incomplete assignments.
- Students shall write/print legibly.
- Students shall keep hands, feet, and objects to themselves.
- Students shall remain quiet in areas where other people are working.
- When the teacher is temporarily out of the classroom, students are to be quiet and remain seated. A classroom monitor may be assigned. Teachers reserve the right to collect cell phones in class as deemed necessary.
- No outside books or magazines are permitted during class time.
- Cellular phones and all other electronic equipment should remain in backpacks during class UNLESS authorized by a teacher for a specific project. Currently, our cell phone policy allows for teachers to decide whether cell phones will be used for research, will remain in backpacks or visible on desks, or taken up at the beginning of class and redistributed at the class end. Furthermore, teachers can collect devices at any time and for any reason. It is at the teacher's discretion whether the device will be returned to the student after class or sent to the office for pick up at the end of the day.

### **Guidelines for Lunchroom Behavior**

All students are required to eat lunch in the Student Center North location. In the event a Johnson Ferry Baptist Church-related event and/or activity requires the use of the Student Center North location, the student body will be notified in advance by the JFCA Lunch Monitor and their respective teacher(s) as to the lunchroom location for that particular day. All teachers are expected to walk their class to and from lunch. Students may not leave campus at any time during the day. Students will respect the authority of our lunchroom staff member(s) and follow the general rules listed below:

- Students are not permitted to enter the lunchroom location by themselves or stop at the Café' during their respective lunch period(s).



- When entering the lunchroom location, students must walk and move quietly.
- Talk softly at tables.
- Students must wipe down tables, clean seats of chairs and area under table(s) occupied during their respective lunch period.
- Students may not exit the lunchroom area without permission.

### **Guidelines for Campus Class Attendance and Schedules**

- Students will be assigned to a class for each class period during school hours while on campus at JFCA.
- Students will not have gaps in their Tuesday/Friday schedules for their safety and supervision and to maintain a work environment for JFBC personnel.
- When a student's school day is complete, he/she is expected to leave campus.
- Students cannot remain on campus while school is in session if their classes are over, even with parental supervision. It may at times be necessary for parents to pick up their students and return to campus for events such as sports or club meetings.

## **DISCIPLINE GUIDELINES**

Our vision is to establish an atmosphere where all students feel safe and secure. We expect full cooperation from both student and parent in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be requested to leave the program permanently. Also, if the behavior of the student indicates an uncooperative spirit, he/she may be requested to leave the program permanently. We highly recommend the book *Dare to Discipline* by James Dobson as a help to parents.

Students are encouraged to display appropriate behavior and to make good choices. In our midst are future church and community leaders. It is our desire to develop in our students godly character and respect for authority. Moreover, it is our goal for the discipline process to be as edifying as possible. We do not use discipline methods for mere punishment; instead, we strive to change students' hearts and strengthen their character.

If a student breaks a rule he/she will be privately reprimanded by the teacher. The student may be excused to sit outside the room for the remaining class period. Minor first offensives will be dealt with the student directly. Minor second offensives will be brought to your attention and the administration will also be notified. If a minor third offense occurs, the administration may require you to attend the class involved. Depending on the circumstances, the administration may consider



either temporary or permanent removal from our program. On the other hand, major offenses will immediately involve both parental and administrative intervention. Records will be kept of continual misbehavior that causes disruptions in the classroom.

The administration will decide if a situation warrants a temporary suspension or permanent expulsion. If numerous ordinary classroom problems occur in one academic year, and the student, parents, and/or the administration are aware of these issues (which may include negative behavior comments on grades sheets), then the administration may dismiss the student immediately or disallow enrollment permanently from school.

## COMPREHENSIVE GRIEVANCE GUIDELINES

At JFCA, we have established Biblical guidelines for dispute and grievances resolution. Should a dispute or grievance arise between any two parties connected in any way with the school, including students, parents, staff, volunteers, administration, and the Board, we expect that these guidelines will be followed. For our purposes, we will abide by the following definitions:

- Disputes - Any disagreement that results in broken fellowship or trust between the parties, disrupts the lines of authority in the school, or threatens the successful implementation of the school's objectives and goals.
- Grievances - Any concern about any decision made by one in authority, where the concern is large enough to appeal the decision beyond that authority to the next level.
- Concerns - The substance and details of the dispute and/or grievance.

As we move forward to resolve any disputes, grievances, or concerns that may arise, we will always follow the principles of Matthew 18 and James 3. Moreover, we require that everyone involved maintain a respectful attitude and a positive expectation of an agreeable outcome.

### Students/Parents to Teachers

If the student or parent has a concern about the classroom, please present it to the teacher. If the student is sufficiently mature to broach the subject, encourage him/her to do so, albeit with an ever-respectful attitude. The majority of concerns will be resolved at this point. However, if the concern is not resolved, the student or parent may submit in writing details about the concern to the appropriate administrator. If the parent chooses to allow the student to pursue this avenue, please add this written permission to his/her statement. Finally, the parent may appeal in writing the administration's decision if the parent feels it does not adequately address or resolve the problem.

### Teachers to Students/Parents



If a teacher has a concern about your student, the teacher will respectfully address this with the student, if the student is sufficiently mature to understand the matter and follow through appropriately. If the concern is not resolved or if it requires parental attention, the teacher will reach out to parents in writing, usually via email, and copy the administration. These two steps tend to resolve the majority of issues.

In the event that further resolution is required, the teacher will ask the administration, in writing, to consider the matter. They will work with the parent, either in writing or in a meeting, to resolve the situation. The teacher and parent may not directly access the Board. All decisions made by the JFCA Administration stand and may not be disputed. The teacher and parent may not directly access the Board.

### **Parents to the Administration**

If you have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), please submit your concern in writing to the administration.

The Board will decide appropriate procedures to follow regarding any disputes not covered by this guideline. Due to the organization of the Board as a ministry of Johnson Ferry Baptist Church, we cannot allow at any time parents to present their grievances directly to the Board or its individual members.

## **RELEASE AND HOLD HARMLESS**

It is important that you understand that JFCA provides neither medical nor accident insurance, and the responsibility for providing such coverage rests with you as parent/guardian. Parents must agree to release and hold harmless JFCA, its employees and agents, both jointly and severally, from and against any and all claims, damages, causes of action or injuries that arise from medicating, providing first aid, or seeking emergency medical care for their child while at the school or at school-sponsored programs or sporting events regardless of location.

By signing below, we hereby irrevocably grant and convey to Johnson Ferry Christian Academy (JFCA), Saints, and Johnson Ferry Baptist Church (JFBC) all right, title, and interest in and to record our name, image, voice, statements, and/or writings, including any and all photographic images and video or audio recordings made by the named parties in connection with school events, sports, field trips, mission trips, and other related school and church activities. We further irrevocably grant to JFCA, JFCA Saints, and/or JFBC unrestricted rights to use the above mentioned sound, still, or moving images in any medium, including posting on the Internet, World Wide Web, Rediker, websites, or in printed materials including the JFCA yearbook and newsletter for educational, promotional, advertising, or other purposes without limitation consistent with the mission of the school. We voluntarily waive the right to inspect or approve such images or media.



We understand that the School is committed to resolving in a biblical manner all disputes of any kind or nature that may arise concerning this Agreement or our involvement at the School. This commitment is based on God's command that Christians should strive earnestly to live at peace with one another (see Matt. 5:9; John 17:20–23; Rom. 12:18; and Eph. 4:1–3 ) and that when disputes arise, Christians should resolve them according to the principles set forth in Holy Scripture (see Prov. 19:11; Matt. 5:23–25; 18:15–20; 1 Cor. 6:1–8; Gal. 6:1). The School believes that these commands and principles are obligatory on all Christians and absolutely essential for the well-being and work of the Body of Christ. As a result, we agree if we have a dispute of any kind with the School and cannot resolve it internally through the steps given above, we will obey God's command not to go into the civil court (1 Cor. 6:1–8). Instead, we will submit the matter to mediation and, if necessary, legally binding arbitration, in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation, a division of Peacemaker Ministries ([www.Peacemaker.net](http://www.Peacemaker.net)).

I acknowledge that Johnson Ferry Christian Academy requires that students have access to computers with up to date operating systems for their satellite classroom, as well as, a working printer. Computers must have internet access in order to log into Johnson Ferry Christian Academy portal for satellite classroom instruction. Students must either have Microsoft Office (2013 or newer for PC, 2011 or newer for MAC), or a Google gmail account, which gives them free access to the Google Drive Office software, on their satellite classroom computer.

By initialing above and signing below, we acknowledge receipt of the JFCA Parent/Student Handbook and JFCA Academic Handbook. We understand that it provides guidelines and summary information about the school's policies and expectations for parents and students. We, also, understand that it is our responsibility to read, understand, become familiar with, and comply with the guidelines that have been established. We further understand that JFCA and JFBC reserve the right to modify, supplement, rescind, or revise any of these guidelines from time to time, with or without notice, as they deem necessary or appropriate. Our payment of the annual registration fee also acts as an acknowledgement to this document. This release is effective on the date written below and will remain in effect indefinitely. A parent and student both must sign. If the student is less than eighteen (18) years of age, his/her parent or legal guardian will only be required to sign.

Student Signature	Date
Parent Signature	Date

