

Jefferson Christian Academy

Family School Guide



2025 – 2026

Psalm 111:10 “The fear of the LORD is the beginning of wisdom;
all who follow his precepts have good understanding.
To him belongs eternal praise.”

Table of Contents

HISTORY OF THE SCHOOL	5
STATEMENT OF FAITH	5
MANAGEMENT	6
SCHOOL BOARD	6
ADMINISTRATION	7
EDUCATIONAL PHILOSOPHY	7
GOALS AND METHODS	7
CURRICULUM	7
TEACHERS	7
AFFILIATION	8
ADMISSIONS	8
FAMILY	8
ENROLLMENT	8
ADMISSION POLICY	8
ADMISSION PROCEDURE	8
TESTING AND REPORTS	9
STANDARDIZED TESTING	9
REPORTS TO PARENTS	9
GRADING	9
GRADUATION REQUIREMENTS	11
SUPPLIES	11
HOMEWORK	11
RECOMMENDED HOMEWORK TIME (PER DAY)	11
TUITION AGREEMENTS/PAYMENTS	12
TUITION RATES.	12
OTHER FEES	12
PAYMENT PLAN	13
PAYMENTS	13
TUITION ASSISTANCE	13
WITHDRAWAL	13
LOST OR DAMAGED PROPERTY	14
TUITION ASSISTANCE	14
RENEWANATION SCHOLARSHIP DISTRIBUTION	14
JCA AND RBC SCHOLARSHIPS / FINANCIAL AID	14

PARENT/TEACHER/SCHOOL COMMUNICATION POLICY	15
HOW TO CONTACT MY CHILD’S TEACHER	15
SYCAMORE	15
VOLUNTEER HOURS	16
TRANSPORTATION TO AND FROM SCHOOL	16
CARPOOLS	16
CHANGES IN TRANSPORTATION	16
FOOD	16
CAFETERIA	16
SPECIAL LUNCH DAY	16
PARENTS’ EATING	16
DRESS CODE	17
THE FOLLOWING ARE PROHIBITED AT JCA	17
COVID-19 GUIDELINES	17
ATTENDANCE AND TARDINESS	18
ATTENDANCE	18
LEAVING SCHOOL	18
PERFECT ATTENDANCE	18
TARDINESS	18
ABSENCE	18
CONDUCT AND EXPECTATIONS	19
CLASSROOM BEHAVIOR	19
CLASSROOM STANDARDS	19
RESTROOM/LOCKER ROOM USE	20
SCRIPTURE MEMORIZATION	20
FLAG EXERCISES	20
FIELD TRIPS	20
DISCIPLINE	20
MINOR INFRINGEMENTS	21
SERIOUS OR REPEATED INFRINGEMENTS	21
PUNISHMENT	21
PROBATION	21
SUSPENSION	21
READMISSION OF STUDENT AFTER EXPULSION	22
RECORD-KEEPING	22

CONFLICT RESOLUTION	22
MEDICAL SERVICES AND MEDICATION	22
ACTIVITIES	22
SPECIAL DAYS	22
BIRTHDAY CELEBRATIONS	23
EXTRACURRICULAR ACTIVITIES	23
ATHLETIC, ACADEMIC PARTICIPATION POLICY	23
DAYS	23
HOURS	23
SNOW DAYS AND/OR EARLY DISMISSALS	24
VISITING THE SCHOOL	24
STUDENT GUIDELINES	24
THREATS, VIOLENCE, BULLYING, AND AGGRESSIVE BEHAVIOR	24
BULLYING	25
IMMORAL BEHAVIOR	25
PHYSICAL CONTACT/IMMORALITY	25
DEFINITION OF “IMMORAL CONDUCT”	25
WEAPONS POLICY	26
DEFINITION OF A “WEAPON”	26
CONTROLLED SUBSTANCE (DRUGS AND ALCOHOL) POLICY	26
PLEDGE OF ALLEGIANCE AND NATIONAL ANTHEM	26
DROP OFF AND TARDINESS	26
PICK UP	26
PART-TIME STUDENT POLICY	27
PART-TIME STUDENTS AUDITING CLASS	27
PART-TIME STUDENTS EARNING CLASS CREDIT	27
ATHLETIC PARTICIPATION FOR HOMESCHOOL/PUBLIC SCHOOL STUDENTS	28

HISTORY OF THE SCHOOL

The vision for a Christian school in Giles County originated from Pastor Shahn Wilburn in 1993. RBC had developed strong youth programs, Children's Church, AWANA, and Sunday School Ministries at this time. He wanted our children to see and hear about God in all aspects of education. Organizational meetings helped to discern a commitment toward Christian education. After much thought and prayer, Pastor Wilburn and Riverview Baptist Church decided to begin Jefferson Christian Academy in the fall of 1994. JCA opened its doors in August of 1994 with 24 students from kindergarten through fourth grade and three teachers. Today, we have 100+ students enrolled from kindergarten through 12th grade and 11 full-time teachers for the 2025-26 school year. Proverbs 22:6 states that we are to "train up a child in the way he should go."

The prevailing humanistic philosophy in society and government school was identified as an obstacle to acquiring an adequate, balanced education. Through definite steps of faith, the goal of educating children in a Christian environment soon became a reality. From this beginning, and by the grace of God, Jefferson Christian Academy was formed in January 1994 as a ministry of RBC.

Our goal at JCA is two-fold. One is being able to offer a quality education and two is to honor God in all we do.

JCA, is a private, multi-denominational school in Ripplemead, VA that attracts students from across the two Virginias. Students come from as far as thirty-seven miles away to take advantage of our nurturing, supportive environment. The challenging curriculum and dedicated teachers led to entire grades scoring in the ninetieth percentile on the national standardized tests.

The school is affiliated with the Old Dominion Association of Christian Schools (ODACS) headquartered in Richmond, Virginia. This association offers regional academic and sports competitions from which JCA has taken home many top honors. We have been blessed to have some students compete at the national level and come home with honors.

JCA offers a challenging curriculum, safe environment, dedicated teachers, parental involvement, high behavioral and academic standards, and above all a love for the Lord Jesus Christ. We firmly believe in our school motto, *"The fear of the Lord is the beginning of wisdom: a good understanding has all they that do his commandments: his praise endureth forever."* Psalm 111:10

STATEMENT OF FAITH

Convinced that the Bible is the complete, inspired Word of God, our sole authority for faith and practice, we affirm the following truths:

- We believe the Word of God is the foundation of all truth.
- We believe in the Triune God – God the Father, God the Son, and God the Holy Spirit.
- We believe in the virgin birth of Jesus Christ, the only begotten Son of God.
- We believe in His sinless life, His vicarious atonement for the sins of mankind by the shedding of His blood on the cross.
- We believe in His bodily resurrection from the dead and His imminent return to earth for His saints.

- We believe that God is the Creator and Sustainer of all things. We believe the Genesis account of creation in which the universe was made in six days of twenty-four hours each. We believe in the creation of man as a direct act of God.
- We believe that man, having rebelled and fallen from his blessed state with God, is morally and spiritually depraved. He is a sinner by birth and by choice. We believe in the salvation of men by faith alone in Jesus Christ.
- We believe in the saved going to a literal Heaven for eternity, and the unsaved going to a literal Hell for eternity.
- We believe our unity is found in the person of Jesus Christ who is “the way, the truth, and the life.” (John 14:6)
- We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of sexual immorality; including homosexuality, lesbianism, bisexuality, incest, fornication, adultery, and pornography are sinful perversions of God’s gift of sex. We believe that God disapproves of and forbids any attempt to alter one’s gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1, 6:9; 1 Thess. 4:1-8; Heb. 13:4)
- Students, faculty, and staff will be addressed and treated according to their God-given physical gender at birth, with no exception. Males will be addressed as “him” and “he,” and females will be addressed as “her” and “she.” Psalm 139:13-16
- We believe that the only Biblical marriage is the joining of one natural man and one natural woman. We believe that a person’s gender is defined by the God-given biological gender at birth. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23)
- Applicants and parents must be in agreement with the JCA Statement of Faith, school philosophy, and policies and must sign a statement of agreement.

MANAGEMENT

SCHOOL BOARD

- **Membership** – The Board is composed of members from the host church as well as other churches in and around Giles County. Important characteristics of board members are educational philosophy, commitment, maturity, and evidence of Christian growth in their lives. The board is responsible for the overall philosophy, operations, policy, and finances of JCA.
- **Meetings** – The Board holds regular meetings on the 3rd Tuesday of each month. Any parent or concerned citizen is welcomed to attend the open session at the beginning of the meeting. Closed sessions are then held to discuss sensitive matters, such as personnel and discipline. An agenda for each meeting is usually available before the meeting. Contact the JCA school office to obtain a copy.
- **Participation** – Any parent wishing to address the Board or place an item upon the agenda for discussion should send a written request to the chairman, or JCA office, detailing the issues to be discussed, at least four days prior to the meeting.

ADMINISTRATION

The day-to-day operations of the school are coordinated and conducted by the Administrator, Jacob Adam Jeffers, the Assistant Administrator, Amber Duncan, and the office administrator.

EDUCATIONAL PHILOSOPHY

Because as Christians, we are to live lives that bring praise to our Savior, we are constantly striving to meet high expectations. For that reason, Jefferson Christian Academy expects the best from each student in every area: spiritually, academically, socially, and physically. All students are not expected to achieve the same level, but each is expected to do their best. God commands us to live holy and pure lives. Thus, each student is encouraged to make a habit of personal prayer, Bible reading, witnessing, attending their home church regularly, and to be involved in the ministries there as much as possible.

The school will do everything in its power to provide an atmosphere conducive to good instruction and learning. To accomplish this, we need the cooperation of parents and students. Students are expected to behave and follow the school and classroom rules. They are to respect their teachers, respect other students, take care of school/church property, textbooks, and lockers, etc.

Character development and spiritual training are important components of the educational program at JCA. Character traits such as honesty, responsibility, respect, and self-control are encouraged. JCA policies and procedures are designed to encourage these traits within individual students and to create an atmosphere where these kinds of traits are prevalent.

GOALS AND METHODS

- **Standard Course of Study** – The Jefferson Christian Academy curriculum exceeds the basic standard required by the State of Virginia for public schools but it teaches all subjects from a Biblical perspective.
- **Basics** – Since all education must be built upon a solid foundation, we have established basic goals of intensive instruction in reading, writing, and mathematics.

CURRICULUM

- **Elementary and High School** – Teaching materials (textbooks, workbooks, audio and video tapes, and computer programs) have been selected to utilize the best materials available for each subject. Course materials are from firms such as Abeka, Bob Jones, Saxon, Alpha Omega, and Positive Action for Christ. All are recognized publishers of quality materials which have proven to be successful in Christian schools. Additional materials are used to build comprehensive skills and to fill in gaps in the standard course materials. Bible is taught in all grades and chapel services are conducted weekly, which all students are expected to attend. All subjects at JCA will be taught from a factual and Christian perspective. Creationism will be taught as a scriptural fact and absolute in all grades.

The curriculum is approved and adopted by the school administration each year and must not contradict the views and beliefs of Riverview Baptist Church. The administrator must approve of any classes taken outside of the adopted curriculum before the student may enroll in said class(s). The student must submit a transcript from the institution where the class was taken before the class can be added to their JCA transcript.

TEACHERS

- **Qualification** – All teachers have been through an intensive selection process, including interviews by the personnel committee of the Board, and have been found to be qualified spiritually and academically. A number of specialist instructors are utilized, particularly in music, math, graphics, foreign language, science, and computers.

AFFILIATION

Jefferson Christian Academy is a member of the American Association of Christian Schools (AACS) and ascribes to its Statement of Faith. AACS is an organization of more than 3000 Christian schools and, through its Virginia affiliate, Old Dominion Association of Christian Schools (ODACS), we participate (fourth grade and above) in competitions, both athletic and academic.

ADMISSIONS

FAMILY

At least one parent or guardian of each student should be a Christian actively involved in an evangelical church and willing and able to be actively involved in their child's education (e.g. Christian training, sharing, volunteer responsibilities, attending parent teacher conferences). Under special circumstances, the admissions committee may waive one or more of the above requirements if it believes it is in the best interest of both the child and the school.

ENROLLMENT

Early enrollment for new students is encouraged to secure a place on our class rosters. The following is a schedule for registration:

February 1 – Returning students (including K4), as well as any siblings.

February 15 through July 15 – Open to new students until classes are filled.

Enrollment is open throughout the year.

ADMISSION POLICY

Jefferson Christian Academy shall not discriminate against members, applicants, students, and others on the basis of race, color, or national or ethnic or origin. However, the school reserves the right to make enrollment decisions based on religious practices that conflict with the beliefs of Riverview Baptist Church, as well as on matters related to sexual conduct, in accordance with its faith-based principles."

- We encourage all children in a family to be enrolled at JCA, but we do understand that JCA may not be for every child, particularly if that child has special needs which the school is not equipped to meet, or if attendance of all children is financially impossible.
- Applicants and parents must be in agreement with the JCA Statement of Faith, school philosophy, and policies and must sign a statement of agreement with them.
- Church attendance is important; the child and at least one parent should be regular in attendance.

ADMISSION PROCEDURE

- **Application of Enrollment** – A completed application must be submitted.

- **Signed Statement of Support** – A statement of support of the doctrinal beliefs of Jefferson Christian Academy under the authority of Riverview Baptist Church must be signed and submitted by the parents/legal guardians of the student.
- **Minimum Age for Kindergarten (K5)** – An applicant for kindergarten should be five years old prior to September 30. Testing may be considered on a case by case basis as needed.
- **Testing and Placement** – Testing may be considered on a case by case basis as needed. Exceptions to normal grade placement are made only after the administration has thoroughly evaluated the circumstances and concluded that the exception would be in the best interest of the child and the school.
- **Interview** – An interview with both parents and child will be scheduled. The application information and prior report cards will be discussed, as well as the following:
 - The child's attitude about entering a Christian school
 - Discipline or academic problems in a prior school or childcare setting
 - Regular church attendance
 - Parent participation at JCA as a volunteer

TESTING AND REPORTS

STANDARDIZED TESTING

Comprehensive scholastic achievement tests are administered regularly to enable the teachers and parent(s) to identify the strengths and weaknesses of the student. These tests also enable the administration and faculty to determine areas for curriculum improvement. A school representative will review test results with parents upon request.

REPORTS TO PARENTS

- **Weekly Grades:** All grades will be posted to Sycamore within three days following the evaluation to keep parents informed.
- **Interim Reports** – Every child will receive an interim report at the midpoint of the first quarter. A school-wide parent/teacher conference will be scheduled at that time. In subsequent quarters, interim reports will be sent, and individual parent/teacher conferences will be held as needed.
- **Grading Period Reports** – Report cards will be issued at the end of each quarter.
- **Final Reports** – Final report cards for the year will be mailed to the parents at the conclusion of the school year.

GRADING

- **Components of Grades** – A grade in a course of study represents the teacher's best judgment of a student's academic achievement. A student's grade is made up of various components of course work including, but not limited to, classroom participation and preparation, projects, reports, homework, quizzes, tests, and semester exams.

- **Grades:**

A+ 100 - 97 A 96 - 94 A- 93 - 90

B+ 89 - 87 B 86 - 83 B- 82 - 80

C+ 79 - 77 C 76 - 73 C- 72 - 70

D+ 69 - 67 D 66 - 63 D- 62 - 60

F - 59 and below I - Incomplete

- **Effort Grades** – Effort grades (1,2, or 3) reflect the diligence, persistence, enthusiasm, interest level, and overall faithfulness of the student.

1 = Strong Effort

2 = Average Effort 3 = Needs Improvement

- **Honor Roll** – Our desire is to encourage Biblical character development along with academic achievement. For first grade and above there are three honor rolls:

“A” Honor Roll (No grade lower than an “A-“)

“B” Honor Roll (No grade lower than a “B-“)

Honorable Mention (A “B” average with no grade lower than “C-“)

- **Promotion**

Elementary School – In general, students will not be promoted to the next grade unless they have exhibited ability to satisfactorily perform the work in the present grade. A non-passing grade in math or English (this includes reading and literature) will generally require either Summer School (or equivalent remedial work).

High School – Promotion is based on having received a grade of at least a D or higher in all required courses of study.

GRADUATION REQUIREMENTS

Standard Diploma		Advanced Studies Diploma	
Bible	4 credits	Bible	4 credits
English	4 credits	English	4 credits
Mathematics	3 credits	Mathematics	4 credits
Science	3 credits	Science	4 credits
History/Social Science	3 credits	History/Social Science	4 credits
World Language, Fine Arts, or Career & Technical Education	2 credits	World Language	3 credits
Physical Education	2 credits	Physical Education	2 credits
Economics/Personal Finance	1 credit	Economics/Personal Finance	1 credit
Total	22 credits	Total	26 credits

SUPPLIES

JCA provides all necessary texts and workbooks. The family supplies all other materials (pencils, scissors, rulers, etc.) required. Each grade has a supplies list tailored to the requirements of that grade. These lists will be made available to all parents during the summer. Students in first grade and above provide their own Bibles. JCA does not hold to the King James Only doctrine. However, students will be expected to have in school a Bible (KJV, NKJV, NASB, and NIV (1984 or prior.))

HOMEWORK

Homework at each grade level is a necessary part of the school program and an integral part of our educational philosophy. It provides vital reinforcement of classroom instruction and aids the student in developing self-discipline.

RECOMMENDED HOMEWORK TIME (PER DAY)

Kindergarten	15 minutes
Grades 1 – 2	30 minutes
Grades 3 – 6	30 minutes to 1 hour
Grades 7 – 12	1 hour or more

TUITION AGREEMENTS/PAYMENTS

At the beginning of each school year, a contractual letter will be sent to each parent/guardian with an itemized list of tuition and other fees and any scholarships/financial aid that the family is receiving. This letter will include the monthly payment for a 10-month payment cycle. The parent/guardian will need to sign the contract and return it to the school office.

The JCA School Board must approve a one-time full tuition payment. Families that are approved for this payment option are required to make good faith payments of \$50.00 per child.

Families that choose to make two payments in the school year must make the first payment on August 5th and the second on January 5th.

TUITION RATES

JCA exerts every effort to keep the tuition as low as possible without compromising the quality of education offered. Before a student can begin classes, one of the standard tuition payment plans must be agreed upon or the school board must approve alternative written arrangements. A copy may be provided if requested.

- If JCA, TLC, or RBC employs both parents, the board will determine the tuition discount.
- The board will approve all discounts.
- All discounts apply to full-time students only.
- All payments are due by the 5th of the month.
- The current standard tuition rate is \$4,500.00 per student per school year.
- The current rate for individual classes is \$675.00 per class.
- Summer School Rates is \$700.00 per class.
- ** Summer School Classes depend on teacher availability.
- Available discounts:
 - Tuition discount for full-time pastors is 50%. Pastorate must be the primary source of income and pastor must meet qualifications outlined in 1 Timothy, Chapter 3.
 - Tuition discount for part-time pastors is 25%. They must meet qualifications outlined in 1 Timothy, Chapter 3.

OTHER FEES

- | | |
|--|--|
| • Early Enrollment fee per student: (First Time Application) | \$65.00 |
| • Late Enrollment fee per student. (After July 15th) | \$170.00 |
| • Curriculum fee per student (due July 5) | \$295.00 (K5-8th)
\$345.00 (9th-12th) |
| • Technology fee per student (due July 5) | \$100.00 |
| • Elective Class fee (as applicable) | \$25.00 |
| • Homeschooler fees | |
| ■ Academic Course per year | \$675.00 |
| ■ Athletic Program per child | \$50.00 |
| ■ Achievement Testing per child | \$150.00 |
| ■ Gym per child | \$150.00 |
| • Returned check fee | \$35.00 |
| • Late fee (payments received after the 10th day of the month) | \$50.00 |

PAYMENT PLAN

Tuition payments are expected in ten equal monthly payments. If paying monthly, the first payment is typically due by August 5, with each subsequent payment due on or before the fifth day of the remaining months. If parents are unable to make a full payment, they should contact the school immediately to discuss options. JCA will work with parents as much as possible on the payment of tuition, but prompt payment is expected to allow for coverage of operating costs as they are incurred.

PAYMENTS

Parents may mail check payments to the school office, pay in person, or put them in the drop box located outside the school office. Checks should be made payable to Jefferson Christian Academy with a note in the memo explaining what the payment is for. Cash payments may be made to the JCA secretary or school Administrator where they will receive a written receipt. Payments should never be sent to school with students to ensure the school office receives the payment.

Late Payments

A \$50.00 late fee will be added if payment is not made by the due date. A further \$25 charge will be added to each successive month as long as tuition remains unpaid. It is the parent's responsibility to notify the school if, for any reason, a scheduled payment cannot be made when due. In exceptional circumstances, the Board may postpone the fees.

Continued Delinquency

Unless the school board has agreed to special arrangements, a child will not be allowed to continue to attend classes if the account is not reconciled by the year's end. If a student, for any reason, discontinues attendance at JCA, the school will hold all school records until any outstanding debts are paid.

WITHDRAWAL

If it becomes necessary to withdraw a child from JCA, the parent should notify the school office in writing at least two weeks prior to the child's last day. Even though a child may have been absent from school before the withdrawal date, tuition charges continue until notice of withdrawal is received by the school. The total amount of tuition due upon withdrawal from JCA during the school year will be calculated by adding the net cost of days attended to the current materials fee. If a student withdraws and there are any outstanding debts, JCA will hold all school records until these debts are paid.

LOST OR DAMAGED PROPERTY

It is a privilege and an honor to be a student at JCA. All students are expected to respect and take care of the facility. It is required that the student(s) make financial restitution for damaged property. The school charges the current cost of replacement for damaged or lost school property, including textbooks.

TUITION ASSISTANCE

RENEWANATION SCHOLARSHIP DISTRIBUTION

Families will begin this process by filling out a FACTS application.

- All recipients of scholarship funds MUST have an approved application and have met all criteria to receive credit of funds when distributed.
- Any excess of scholarship funds above what it takes to satisfy the base tuition amount set for an applicant stays in the stewardship of JCA to go toward additional scholarships or for the school as needed.
- All funds will be distributed as directed by Renewanation to applicants even if an applicant has paid their tuition in full or made payments prior to receiving scholarship funds. We do not want to discourage good stewardship or punish people that pay early, etc.
- If an applicant has paid their tuition and then scholarship funds come in after the fact, the scholarship amount to that applicant would cause them to have overpaid the current year's tuition amount when applying for scholarship funds. We will refund the amount of overpayment that was paid to the applicant. The refunded amount can never exceed the amount that they actually paid out of pocket.
- All applicants that are currently receiving discounts because of our current discount policy for being a teacher or pastor etc., will not be treated any differently when applying for scholarship funds. That is a current benefit - allowance for their position, and we shouldn't punish them for it.
- Anyone who has been or is receiving tuition helps in any way must apply for scholarship funds if eligible for Renewanation prior to getting any tuition helps. If the applicant does not receive scholarship funds, tuition help can be discussed as needed.

JCA AND RBC SCHOLARSHIPS / FINANCIAL AID

- **RBC Scholarship**

RBC Scholarships are available and can be applied for by members of Riverview Baptist Church (RBC). Families will begin this process by filling out a FACTS application. Applications can then be turned into the JCA administration so they can package the requests for review and approval by the RBC Church leadership.

- **JCA Scholarship**

JCA Scholarships are available to families that request financial aid and are not eligible for an RBC Scholarship. Families will begin this process by filling out a FACTS application. FACTS forms are available in the JCA office or you can utilize the link <https://www.factsmgt.com> to register online. Applications will be turned in to the JCA School Board for review. Applicants will be notified following the board's opportunity to make a determination on the request. Funds for JCA Scholarships come from the Educating our Future Vision Banquet or other donations specified for this purpose.

PARENT/TEACHER/SCHOOL COMMUNICATION POLICY

Please read and adhere to the following communication policy guidelines and be considerate of the faculty and staff of Jefferson Christian Academy. Every teacher has been assigned a jcatoday.org email, please use this email when communicating with your child's teacher.

HOW TO CONTACT MY CHILD'S TEACHER

- Communication to teacher via elementary school take home folder, middle/high school binder (note), teacher email, Dojo App (if used by classroom teacher), or Sycamore App.
- Call school office to request a call back (540.626.5222 ext. 228)
 - Please do not contact teachers via text during school hours.

What parents can EXPECT.

- Communication from teacher via elementary school take home folder, middle/high school binder (note), teacher email, Dojo App (if used by classroom teacher), Sycamore App, or phone call.
- Parent communications responded to within a reasonable time (24-48 hours).
- Requests for appointments will be responded to or scheduled within a reasonable time (24-48 hours).
- Parent to be notified about single serious issue or ongoing problem.
- One formal conference per year and other meetings and calls within reason.

What parents should NOT EXPECT.

- Teachers/Office Staff returning a call after work hours.
- Teachers/Office Staff answering email in the evening/weekends.
- Access to teacher's or office staff's private phone number or email.

When you should contact your child's teacher.

- Changes in family situation (divorce, new baby, move)
- Medical issues that arise or change
- Illnesses lasting longer than 3 days
- Safety issues, changes in behavior at home
- Family emergencies, sleepless nights, play dates, appointments (send a note)
- Ongoing and pervasive problems/concerns at school or home
- When you can't keep a scheduled appointment
- When homework takes way more time than expected, or your child is unable to do most of it independently

When you have last minute information for the teacher.

- Send a note to your child's teacher.
- Call the office at (540.626.5222 ext. 228) and leave a message for the teacher.

SYCAMORE

Sycamore can be accessed at the following URL:

<https://app.sycamoreeducation.com/index.php?schoolid=2732>

Once enrolled, each family will be assigned an initial, generic password, which can be used to login, change their password, and set up their account. In general, the Sycamore system is used to keep families informed of school happenings, student activities and assignments, student attendance and grades, and a platform for communication between parents and teachers.

VOLUNTEER HOURS

At JCA, it is our ministry to partner with families to raise up and educate students with a Biblical worldview, but we need your help. JCA runs most efficiently when we work together throughout the year because it takes many hands to make our school function properly. So, whether it be through tutoring or simple school clean up, we are asking each family to contribute to make our school the best it can be.

Here are a few volunteer opportunities to consider: tutoring, helping with daily lunches, helping teachers grade papers, making copies, cleaning, helping with athletic games such as coaching, concessions, set up and teardown, helping with special events such as Grandparents Day, Teacher Appreciation Week, fundraising dinners, or helping with campus workdays.

We are asking each family to consider donating at least 15 volunteer hours throughout the school year. The list above gives some ideas, but we also welcome other ideas you feel may be a good fit for your family. We will work to communicate these opportunities to you as they arise.

TRANSPORTATION TO AND FROM SCHOOL

CARPOOLS

The school does not operate a transportation system. Parents are responsible for the transportation of their children.

CHANGES IN TRANSPORTATION

For the protection of each child, the school must be informed of the normal mode of transport of each child. Changes must be communicated by the parent to the office manager.

FOOD

CAFETERIA

JCA does not have a cafeteria; therefore, students should bring a packed lunch to school. However, there may be Special Lunch Days (see below) where a hot meal will be prepared at the school and provided to the students. These days will be communicated to the parents in advance.

SPECIAL LUNCH DAY

Normally, each week students may sign up to purchase an optional meal supplied on Friday by a local health department approved business and served by volunteer parents. Parent volunteers will be needed for the Friday special lunch to be an option.

PARENTS EATING

Normally parents are welcome to eat lunch with their child on any day. Parents attending the Friday special meal should notify the teacher on or before Wednesday.

DRESS CODE

The dress code is our endeavor to provide guidelines in dress that will not only place the student in an attitude of learning but also will glorify the Lord (1 Cor. 10:31 "whatsoever ye do, do all to the Glory of God."). Since JCA recognizes that no dress code will satisfy the personal views of everyone, the overriding consideration in each instance will be to determine whether a questionable practice exceeds the limits of modesty, brings discredit to the school, or offends Christian

standards of decency. The school may at any time disallow any article of clothing or personal property which has a message, design, or style that does not conform to the philosophy of the school.

THE FOLLOWING ARE PROHIBITED AT JCA:

- Clothing and accessories that contain vulgar, derogatory, violent or suggestive diagrams, pictures, slogans, or words that may be interpreted as offensive and which cause, or are likely to cause, a disruption within the school environment.
- All piercings other than the lower ear lobe are prohibited.
- Tank tops, tube tops, mesh tops, sheer tops, halter tops, bare midriff tops, or tops with shoulder straps less than three inches wide (the width of an index card).
- Tops cannot have neck lines that are lower than the straight line from the top of underarms across to opposite underarm.
- Pants worn low on the hips to reveal underwear or skin. Clothing must always cover undergarments. Pants or jeans should not have any holes.
- Dresses, skirts, skorts, and shorts that are shorter than 2 inches above the knee cap.
- Head coverings of any kind.
- Sunglasses or permanently tinted dark glasses, unless prescribed, are not to be worn inside.
- No unnatural hair colors that take away from the good order and discipline of the school will be allowed.
- Leggings must be covered by a top that extends to the mid-thigh (as measured as the half-way distance between the kneecap and hip joint.)
- Jeggings or tight-fitting jeans will not be allowed.

If a student is found to be in violation of the dress code, the school will contact the parents to determine if they want to bring a change of clothes or have JCA provide a change of clothes. If there are any questions about the dress code, do not hesitate to call the school office.

ATTENDANCE AND TARDINESS

ATTENDANCE

It is expected that students be present each day school is in session. If a student is going to be absent, we ask that the office be notified by 9:00 a.m. We expect that parents will exercise judgment and not send children with contagious illnesses. A student must be fever free without the use of fever reducing medication for at least 24 hours before returning to school.

LEAVING SCHOOL

Students must be present for at least 4½ hours to be counted present for the entire day and at least 3 hours to be credited with ½ day attendance. A student missing more than 3½ hours will be counted absent for the entire day. Studies show that students get more out of the school day if unavoidable activities, such as doctor's visits, are scheduled near the end,

rather than the beginning of the school day. If a student leaves school early, it will result in a tardy unless the student has a scheduled appointment or is ill.

PERFECT ATTENDANCE

To earn a perfect attendance award, a student must be counted present every day. One-half days are not held against the child's perfect attendance.

TARDINESS

We stress the importance of arriving on time, so class schedules are not interrupted. Students are tardy if they are not in their classrooms by 8:15 a.m. If a student is late arriving to school, the parent must accompany the student to the school office and sign them in.

Six unexcused tardies will be treated as one (1) day's absence.

ABSENCE

Regular attendance bears a strong correlation with academic success. JCA's policy encourages regular, punctual attendance.

Students who self-quarantine due to potential exposure to the COVID-19 virus will not be marked absent as long as they complete the required coursework in a timely manner.

- Excused Absences – The only acceptable reasons for an absence are verified illness of student, illness or death in student's immediate family, confirmed medical appointments, or limited pre-approved family vacations. All other absences are unexcused. Tests can be made up ONLY if the "Absentee Note" described below is received no later than three (3) school days after the last day of absence.
- All absences – All homework is to be made-up. Students have two days for each school day missed to complete make-up work with no loss of credit.
- Absentee Notes – Any absence requires a written, dated note of explanation signed by the parent. This note is due upon return to school. A letter from a doctor is required for an illness that lasts for more than four (4) consecutive days.
- Longer Absences – Will NOT be excused UNLESS the student obtains tutorial help or maintains contact with teachers and completes assignments in a timely fashion. In the event of extended illness, the school strongly suggests tutorial help for the student to keep pace with his peers.
- Excessive Absences - Teachers will be required to notify the administrator when a student reaches six absences. At that point, the administrator will contact the parents/guardian to discuss the attendance policy and discuss the student's absences. Upon ten absences, the administrator should again be notified. At that point, the administrator should make the school board aware of the situation and request the student's parents/guardian to come in for a meeting or to attend the next school board meeting to discuss the issue and possible solutions. More than 20 absences, regardless of excused or unexcused, will result in the non-promotion of the student to the next grade.

Attendance will be taken by the teachers on morning duty and handed into the Office Manager. Students' absences will then be recorded in Sycamore. If a student checks in or out during the day, those events should also be recorded in Sycamore. The secretary should notify the school board when a student's attendance reaches the critical 6, 10, and 20 days noted above in 'Excessive Absences.' Days absences given due to 6 accumulated tardiness are to be included in this total.

CONDUCT AND EXPECTATIONS

Students shall always treat their teachers, staff members, volunteers, visitors, and each other with respect. Students are expected to respect their teachers as the authority in the classroom, school, and school functions. (Matthew 7:12)

CLASSROOM BEHAVIOR

Each teacher expects the attention of each student when speaking or when there is class discussion. There will be times when students will be expected to work quietly and by themselves. There will also be times when the atmosphere is more relaxed, and quiet talking will be allowed. The school atmosphere is not a rigid, disciplinary situation, but at all times, obedience and respect are expected.

CLASSROOM STANDARDS

- Students are required to have all materials needed to function properly in class.
- High School students (only) are required to have appropriate gym clothes for P.E. class.
- Students are not to loiter or play in the rest rooms, hallways, or stairwells.
- Students are to help maintain desks, all classroom materials and equipment, and church property.
- Boys and girls are to respect each other's privacy and personal space.
- Chewing gum is not allowed on the school campus at any time.
- Students may possess electronic devices during school hours. However, the device(s) must be kept out of sight in their locker or backpack and turned off during school hours of operation. An exception to this policy will be if the teacher authorizes the students to use a personal electronic device to complete an exercise or assignment in class. Without prior approval of the teacher, there are to be no audio or video recording. Any violation of this policy will result in the device being taken by the teacher and held until the day's end. The teacher will return the device to the parent/guardian with explanation as to why it was taken.
- There is to be no profanity or vulgar language.
- Quiet "inside" voices should be used when inside the school building.
- Writing or passing notes, playing with irrelevant objects, and eating or drinking is not permitted during class.
- Internet access is provided for use by students and teachers for educational purposes. Students may access the internet only under the supervision of a teacher. Access to email accounts requires a written authorization from the parent.

RESTROOM/LOCKER ROOM USE

Students, faculty, staff, and visitors will be required to use the restroom/locker room designated (male/female) based on their physical gender at birth. There will be no exceptions to this policy, and disciplinary action will be taken for any violation.

SCRIPTURE MEMORIZATION

As part of our ongoing Bible study, students memorize scriptures that reinforce classroom Bible lessons. This helps the student to both develop discipline in the study of God's Word and to obey the scriptural injunction to "hide the Word of God in our hearts."

FLAG EXERCISES

The American and Christian flags are permanently displayed in each classroom. Flag exercises are conducted regularly.

FIELD TRIPS

Children (including siblings) not enrolled at JCA may not accompany volunteer parents on field trips except for Fun Day/Field Day at the end of the school year. ODACS rules govern the attendance of non-participants at State Competition.

DISCIPLINE

Academic and spiritual training of children within a Christian atmosphere is not possible without respect for authority from each student. Any child having continued uncorrected problems with behavior and/or disrespect will be dismissed from school. Corporal punishment may be used at Jefferson Christian Academy, primarily in the elementary grades. It will be used sparingly and only as necessary to correct serious misbehavior. Corporal punishment will be administered by the School Administrator, the classroom teacher, or the parent. There will be at least two school employees or a parent and one employee present at the time corporal punishment is administered.

MINOR INFRINGEMENTS

When minor infringements of expected conduct have taken place, the teacher will act to correct the situation. There is a difference between punishment and correction, and the latter is our intention.

SERIOUS OR REPEATED INFRINGEMENTS

Continued minor infringements or something more serious (such as lying, cheating, fighting, disobedience, or showing disrespect for authority) will result in appropriate school discipline.

PUNISHMENT

Depending upon the situation, the teacher may (a) simply discuss the student's behavior with him/her, (b) verbally and strongly reprimand the student, (c) assign work to the student, (d) give an after-school detention, (e) contact the parents OR (f) with prior parental notice, apply corporal punishment in the form of paddling [paddling is employed because it is a disciplinary method sanctioned and supported by Scripture (Proverbs 13:24)], (g) place the student on probation, (h) suspend the student, (i) or as a last resort – recommend to the Board that the student be expelled.

PROBATION

Probation gives a student an opportunity to correct his/her problems. Probation is generally for a period of six school weeks, at the end of which, if disciplinary problems have ceased, probation is terminated. If disciplinary problems continue, a student is subject to suspension or dismissal at any time during this probation. If not already on probation prior to a suspension, the student will be placed on probation when a student returns from suspension.

SUSPENSION

During suspension, a student does not attend school. The normal length of a suspension is three (3) to five (5) school days, but the exact length will be determined by the Administrator. A conference with students, parents, and the administrator and pastor will be held before and after suspension. The student must hand in previously assigned work to receive credit. A suspension is treated as an unexcused absence in reference to class work. All tests and other work missed during the suspension cannot be made up and will receive a grade of zero.

- Suspension may be out of school or in school. The Administrator will make that decision after consulting with the parents.
- The student will not attend any extracurricular activities while suspended.
- While on suspension, the student will not be allowed on school grounds during hours of operation.

EXPULSION

The school reserves the right to remove from its rolls any student who, in the judgment of the school, does not conform either to the regulations governing student conduct or to the expressed principles, policies, and programs of the school. Examples of causes for dismissal are continued willful disobedience, habitual profanity, possession of drugs, willful defacement of school or personal property, continual bullying, or aggressive behavior/violence toward other students or school staff.

The administrator will immediately place the student on suspension and notify parents, school board chair, deacon liaison and pastor of the reason for the proposed expulsion. Within three calendar days the Board (or its appointed subcommittee) will meet with the parents. Unless sufficient evidence not to expel is presented by the parents, the expulsion will be effective at the end of that meeting.

READMISSION OF STUDENT AFTER EXPULSION

Refer to Jefferson Christian Academy Policy and Procedure Manual

RECORD-KEEPING

Disciplinary actions will be entered on the student's record.

CONFLICT RESOLUTION

Matthew 18 Principle – The objective of Jefferson Christian Academy is to exemplify biblical behavior by putting biblical principles into practice. Unity between the management of the school, families, students, and other groups is desirable. By using the Matthew 18 principle and giving and listening only to good reports and following the pattern of Matthew 18, in the spirit of Galatians 6:1, unity and oneness can be developed in the school that will truly glorify our Lord and Savior Jesus Christ.

MEDICAL SERVICES AND MEDICATION

The school cannot administer any form of medication to students, including over-the-counter drugs (such as Tylenol), without a signed authorization (covering a specific period only) from the parents or legal guardians. If your child receives

a minor injury, the school will administer first aid. If we believe that further medical attention is necessary, we will contact you (or other designated person) immediately. If we administer medication, parents will be notified that day.

Medication will be administered by school staff ONLY under the following conditions:

- Medication must be prescribed for the student by a physician and must be in the original prescription container stating dosage and time(s) to be given.
- Over-the-counter medications must be furnished by the parent in the original containers.
- Blanket authorizations, which leave the school staff the decision as to when or if medications should be administered, will not be accepted.

It is vital that parents notify the school office of changes in important information: for example, a change of address or telephone number for either home or work or a change in your insurance carrier or family physician. This is critical information should there be an emergency concerning your child.

ACTIVITIES

SPECIAL DAYS

Parties are allowed on Missions Day and at Thanksgiving and Christmas. JCA does not observe Halloween in any form. Instead, during the month of October an emphasis is placed on missions. Each class will learn about a foreign country. The study will end with an activity appropriate to the area studied. To emphasize the true meaning of Christmas (the birth of Jesus), our Christmas celebration will be centered on Luke 2. There is also a special chapel at Easter.

BIRTHDAY CELEBRATIONS

Parents may provide birthday refreshments for their child's class for a birthday celebration. Parents should contact the teacher at least one week in advance.

EXTRACURRICULAR ACTIVITIES

JCA seeks to provide wholesome activities for development in a Christian environment. Advance permission must be obtained from the school board for extracurricular clubs or activities. Field trips, speakers, etc. must be approved by the administrator. Sponsors of extracurricular activities must meet the criteria of a staff member: a growing Christian who models and clearly teaches God's Truth, and who cooperates closely with the coordinators, teachers, parents, and students. The dress code and school standards will be followed. All materials must be consistent with the Christ-centered teachings received at JCA, home, and church.

ATHLETIC, ACADEMIC PARTICIPATION POLICY

Jefferson Christian Academy recognizes the importance that participation in competitive sports can have on a child's spiritual and physical growth. Playing sports teaches young men and women the value of teamwork and the importance of modeling Christ-like behavior in all areas of their lives.

JCA strives to produce competitive athletic teams and endeavors to make sure every child who wants to play can do so if they are making satisfactory academic progress in their classes. We believe that success in the classroom must come first and that better students do make better athletes.

As such, JCA has established the following policies regarding athletic participation in any sport or sporting activity.

To ensure the focus stays on academics, all students must have an overall C- average and no Fs in any class to participate in any sporting activity - team or individual. This includes cheerleading and ODACS competitions. The students' grades will be re-evaluated at the mid-term and end of the nine weeks, and if their grades meet the requirements at that time, they will regain eligibility immediately. An individual coach can choose to have a higher requirement if the board approves and it's communicated to the students, but this athletic participation policy is the minimum across all sports.

TIMES OF OPERATION - DAYS

Because our school day is longer (8:15 a.m. to 3:15 p.m.), the standard school year is 173 days and normally begins one week before Labor Day. Parents will receive a yearly schedule which includes Christmas and Easter vacations, normal holidays, and such other days off as required.

HOURS

The education building will open at 7:30 a.m. The school day begins at 8:15 a.m. and ends at 3:15 p.m. All students go to their respective assembly areas immediately upon arrival on school property and may not leave without permission of the room supervisor.

SNOW DAYS AND/OR EARLY DISMISSALS

Closings and delays will be posted on WDBJ, Facebook, and a text/email will be sent to all families via Sycamore. The School Board will determine how many days missed will need to be made up and notify parents during the spring term.

VISITING THE SCHOOL

When coming to school for any reason other than to pick up or drop off children, please come to the school office first. We welcome visitors at any time, and you are especially invited to attend chapel. If you would like to visit a classroom during school hours, please call or come to the office, and arrangements will be made for your visit. If you need to pick up your child prior to school dismissal, please call or send a note to the office. When you arrive, please come to the office for student sign-out and your child will be paged for you.

STUDENT GUIDELINES

Students are expected to answer truthfully and completely when questioned by JCA staff members. The student is expected to do their own work and shall neither give nor receive aid on any assignment, quiz, test, exam, or project unless their teacher has authorized it.

JCA serves a broad spectrum of evangelical churches, among which are differences of opinion as to what practices are acceptable for Christians. A student at JCA is expected to exhibit the highest Christian standards of honesty, integrity, responsibility, and love toward fellow students.

JCA encourages students to be sensitive to the many principles of Christian living that are found in the Bible. The school also imposes certain specific guidelines for the conduct of students. Although such man-made regulations cannot improve our standing in Christ, they can strengthen the life and testimony of both the individual and the school. To this end, JCA requires its students to refrain from the use of illegal drugs, alcoholic beverages, tobacco, improper language, or any form of sexual immorality.

JCA expects students to conduct themselves in an orderly, courteous manner at all times, with prompt and respectful obedience to all school personnel. JCA insists on honesty, fair play, and sportsmanlike conduct under all conditions.

Cheating, lying, stealing, an ongoing negative attitude, or willful disobedience will not be tolerated. Students are expected not only to adhere to high standards but to promote and encourage their peers to adhere to these also.

JCA believes athletic competitions complement its curriculum and are a great way to build character, discipline, and demonstrate a Godly example to others. To ensure the focus stays on academics though, all students must have an overall C- average and no Fs in any class to participate in any sporting activity (team or individual); this includes cheerleading and ODACS competitions. An individual sport can choose to have a higher requirement, if the coach chooses, but the C- standard will be the minimum across all sports. Please see the official JCA Athletic Academic Participation Policy for the full description of the guidelines.

THREATS, VIOLENCE, BULLYING, AND AGGRESSIVE BEHAVIOR

Jefferson Christian Academy has a no tolerance policy involving threats or perceived threats of violence by students. Parents should understand that the school's first responsibility is the protection of all its students. The school takes this responsibility very seriously.

If the school determines that a threat of violence is credible and specific (directed toward students or staff), the administration will report the threat to the student and/or staff member threatened. Regardless of if the threat was genuine, or whether the student might be capable of carrying out the threat, or the student was "just joking", all threats will be considered serious. The student's permanent record will reflect the discipline for making a threat of violence.

Students making such threats will be disciplined, up to and including expulsion. The school may also report the threat to the appropriate authorities. The school may require students in this circumstance to obtain counseling, at the family's expense, from a Christian counselor or other professional agreeable to the school.

BULLYING

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. To be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Bullying will not be tolerated at Jefferson Christian Academy. Students who are bullied, or witness bullying, are expected to notify a teacher or administrator immediately. In those circumstances where the school determines the incident to be a one-time thing, the school will address the incident with the students involved and contact the parents. Incidents that are determined to be repeated will result in discipline, up to and including expulsion.

IMMORAL BEHAVIOR

PHYSICAL CONTACT/IMMORALITY

Behavior should be above reproach. In accordance with the ministry's statement of faith and in recognition of Biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct which includes immoral actions as well as advocating for sinful behavior. The following will not be tolerated in any form and will constitute grounds for expulsion: any actions or identifying statements advocating fornication, adultery, homosexuality, lesbianism, bisexuality, transgenderism, or pornography. (Gen. 2:24; Gen. 19:5,13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1, 6:9; 1 Thess. 4:1-8; Heb. 13:4).

DEFINITION OF "IMMORAL CONDUCT"

Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.

A statement that a student is a homosexual, bisexual, or otherwise immoral, or words to that effect or language or behavior that a reasonable person would believe is intended to convey the statement that a student engages in or has a propensity or intent to engage in immoral or homosexual acts.

Examples: "I am gay," "I am a homosexual," and "I have a homosexual orientation."

Homosexual conduct, defined as acts of identifying statements, is incompatible with enrollment at JCA and is a basis for dismissal. All students must be treated with dignity and respect, free of threats or harassment.

Nothing will be taught at Jefferson Christian Academy that in any way contradicts the express beliefs of Riverview Baptist Church.

WEAPONS POLICY

Jefferson Christian Academy students will not be permitted, under any circumstances, to bring objects which can be used as dangerous weapons onto school property, including church/school vehicles, nor to any school sponsored activities. A violation of this policy will result in discipline, up to and including expulsion. Discretion will be used on a case-by-case basis by the administration. JCA reserves the right to deny enrollment to any student with a record of a weapons violation.

DEFINITION OF A "WEAPON"

A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded, air guns, pellet guns, BB guns, all knives, blades, clubs, metal knuckles, nun chucks, throwing stars, explosives, fireworks, incendiary devices, mace and other propellants, stun guns, ammunition, poisons, chains, arrows, incapacitation and audio alert devices, and objects that have been modified to serve as a weapon.

CONTROLLED SUBSTANCE (DRUGS AND ALCOHOL) POLICY

The use and/or possession of tobacco, alcoholic beverages, illegal drugs and the abuse of prescription medication is strictly prohibited. Violations of this policy at school or any school function will be subject to disciplinary action up to and including suspension and possible expulsion. Students involved in using, possessing, or selling drugs, alcohol, or tobacco may also be turned over to the proper authorities.

PLEDGE OF ALLEGIANCE AND NATIONAL ANTHEM

Students, faculty, staff, and visitors will be expected to stand in reverence and respect with their right hand over their heart (or saluting if military) during the Pledge of Allegiance and the playing of the National Anthem. The individual should remain silent unless reciting the pledge or singing the anthem.

Students, faculty, and staff being disrespectful during these times will be addressed and disciplined accordingly.

DROP OFF AND TARDINESS

Parents will drop students off by forming a line in the upper front parking lot to drop off their children. If it is necessary to park in the upper parking lot, parents of K5 – 4th grade students must escort their child(ren) to the ramp. After 8:10 a.m., parents will not be allowed to drop off their child/children. In the event of tardiness, parents will be responsible for walking their child/children to the school office in the Educational Building and signing them in.

PICK UP

We will dismiss students at 3:15 p.m. from the educational building. Parents will form a line in the upper front parking lot to pick up their child. Please do not park in the upper parking lot. If you need to speak with a teacher, you may park in the lower parking lot and speak with them after 3:25 p.m. by calling ahead of time and scheduling an appointment. Parents picking students up before 3:15 p.m. are required to go to the 2nd level door at the top of the ramp and ring the doorbell. A staff member will meet you and assist you in checking your child out early.

PART-TIME STUDENT POLICY

PART-TIME STUDENTS AUDITING CLASS

Students who wish to audit a class will be allowed to do so. JCA will maintain no academic records for the student auditing a course for no credit. The student will be given the course, except for the tests, quizzes, and exams. The student will not be required to take tests, quizzes, class projects, essential papers, and exams that need a teacher's time to prepare and grade.

The student who audits a class will assume full responsibility for getting from the type what is desired through the audit. The student is encouraged to take notes and participate in class to benefit from auditing a course.

The student who wishes to audit a class must complete an application for enrollment as a part-time student. The required fees must be paid. By enrolling to audit a course, the student agrees to abide by school policies and decorum as stated in the student handbook while on campus as a student.

A student who enrolls to audit a class will not be allowed to change the enrollment type once the class sessions have started. In other words, the student may not decide to earn credit in the class once the class sessions have begun.

Part-time students who audit a class will be charged tuition on a pro-rated basis.

Specific school and class fees will also apply. These fees must be paid in full by the second month of class. There will be no refunds if a student elects to drop the class.

PART-TIME STUDENTS EARNING CLASS CREDIT

Students who wish to attend JCA to earn credit in a class(es) as a part-time student may be admitted after completing prerequisite course work (e.g., Algebra I before Algebra II). Students wishing to take advanced level classes must demonstrate they are prepared for the advanced courses. Academic course records and achievement test results can be used to demonstrate preparation for an advanced class. The student will be expected to participate fully in the class. All class assignments and work required for the course must be completed successfully in order to earn credit. The student enrolling in a class agrees to abide by school policies and decorum as stated in the student handbook while on campus as a student.

The State of Virginia and Jefferson Christian Academy attendance requirements for the class must be met in order for class credit to be earned. JCA will maintain class grades and attendance records for the part-time student taking a class at JCA for credit. Once the course is complete, and all fees are paid, a transcript will be issued showing the grade and credit earned in the class taken.

Jefferson Christian Academy will not assume the responsibility of seeing that a part-time student meets the requirements of a school, the state, or the county for graduation from high school. JCA will not assume the responsibility of seeing that a part-time student meets the requirements for college admission. JCA will not be responsible for achievement testing or college entrance testing of the part-time student.

Part-time students will be charged tuition based on the number of classes taken. Specific school and class fees will apply to part-time students. Of course, these fees must be paid in full by the second month. No refunds will be made if a student elects to drop the class.

ATHLETIC PARTICIPATION FOR HOMESCHOOL/PUBLIC SCHOOL STUDENTS

JCA sports are open to home school students and public-school students. However, JCA students will be given priority. Home school and public-school players are welcome on a first come, first-serve basis. Home school and public-school players who have previously played with JCA will also be given priority.

Home School and public-school students who wish to participate in JCA sports should let their coaches know by July 15th for Fall/Winter sports. Failure to notify the coach does not prevent them from playing on the team. It just means they lose their priority as a previous player.

Jefferson Christian Academy will allow students who are either homeschooled or attend public school to participate in athletics, provided they:

- Adhere to the Academic Participation Policy, which will require the students to provide proof of their academic grades to their coach as requested.
- Meet all requirements of any athletic association in which JCA is actively participating. (For example, if the association requires that a student be “associated” with Jefferson Christian Academy, the student must meet that requirement by enrolling in at least one course offered by Jefferson Christian Academy. This could include a self-paced Bible study.)
- The student should sign a JCA Athlete Letter of Agreement and be in agreement with Jefferson Christian Academy’s beliefs and constitution.

All student athletes and their parents must review and sign the Athlete Letter of Agreement each year before they will be allowed to participate in a sport. The athlete must adhere to the agreement made by that letter while participating, or they may be removed from the team.

The following version was reviewed by the school board and updated on 14 AUG 2025

School Board Members:

Richard Duncan:

Frank Longrie

Casey Lafon:

Greg Caldwell:

Jessica Midkiff

Joey Stevers:

Pam Hill:

Adrian Williams: