



Joshua
CHRISTIAN ACADEMY

2011-2012 Parent/Student Handbook

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WELCOME TO JOSHUA CHRISTIAN ACADEMY

Joshua Christian Academy is operated as a ministry of the Joshua Baptist Church, pastored by Dr. Gene Wolfenbarger, Founder and Dean of the School. Founded in 1995 with 12 students and a staff of 5, we presently serve Pre-K3 through 12th grade. JCA is a member of the Southern Association of Colleges and Schools (SACS) and is currently seeking accreditation. We are located on a beautiful 6-acre property at Country Club Drive and Highway 174 in Joshua. The modern classrooms are all air-conditioned and carpeted. Chapel services and special programs are held in the chapel auditorium. Athletic facilities include a gymnasium with additional room for a baseball/softball field and a football practice field.

We have a full staff covering every academic need. Starting with the basic, core classes, we have enhanced facilities for academic needs as well as sports and electives. The teachers at JCA are qualified not only because of their training, but also because of their own personal standards and their proper relationship to the Lord. Our teachers are dedicated to the ministry of teaching and have the child's best interest at heart.

Over 90% of our graduates have attended the college of their choice after graduation. Some of the colleges attended include: Arlington Baptist College, Art Institute of Dallas, Culinary School of Dallas, Dallas Baptist University, Pensacola Christian College, Howard Payne University, Hill College, East Texas State University, Champion Bible College, Texas A&M, Tarrant County College, Texas Christian University, Trinity Bible College, Harding Simmons University and West Coast Baptist College.

DOCTRINAL POSITION

Joshua Christian Academy adheres to the doctrinal position of Joshua Baptist Church and all religious instruction falls within the teaching of the Church. Our primary goal at Joshua Christian Academy is to train young people to better serve and experience the love of the Lord Jesus Christ.

We believe in and teach these basic principles:

1. The Bible to be the inspired, infallible, authoritative, inherent Word of God. (II Timothy 3:15, II Peter 1:21)
2. We believe there is only one God, eternally existent in three persons-Father, Son and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews

4:14, 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11, Revelation 19:11).

3. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; that men are justified on the single ground of faith in the shed blood of Christ; and that only by God's grace and through faith alone we are saved (John 3:16-19, 5:24, Romans 3:23, 5; 8-9; Ephesians 2:8-10, Titus 3:5).
4. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
5. We believe in the spiritual unity of true Biblical believers in our Lord Jesus Christ (I Corinthians 12:12-13).
6. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, I Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18).

Many faiths are served by Joshua Christian Academy. We request no student or parent become involved in any type of proselyting. Joshua Baptist Church does not practice this, and we cannot permit others to use the school to aid their particular faith. No attempt is ever made to pull a student away from his/her home church.

MISSION STATEMENT

Joshua Christian Academy exists to impact the lives of this generation of young people. Our goals for every student are:

- To know the love of Jesus Christ through example and teaching; to learn the importance of showing this love to others.
- To acquire a lifestyle of Christian character, morality, respect, and responsibility.
- To participate in acquiring the finest education attainable in a school whose expectations are constantly being increased.
- To be provided with a variety of co-curricular opportunities conducted in an atmosphere and with attitudes and behavior that exalt Jesus Christ.
- To find daily at JCA an atmosphere of love, joy, righteousness, and respect.

TO THE PARENT/GUARDIAN

This handbook has been prepared to explain and clarify the procedures, policies, and regulations at Joshua Christian Academy. These policies are in effect as written or as may be amended during the year. You are urged to contact a JCA Administrator if you have any questions.

HANDBOOK

All students are held responsible for knowing and abiding by the regulations in the Student Handbook, which has been approved by the Administration. This handbook does not define all types and aspects of student behavior; however, the Administration has the responsibility to set forth policies, rules, and regulations to help each student. The classroom teachers may establish certain rules and policies not inconsistent with those established by the Administration.

ACTIVITIES

Joshua Christian Academy is a member of the Texas Christian Athletic Fellowship (TCAF), Christian Schools Athletic Fellowship (CSAF). A student who participates in any interschool contests must conform to the eligibility requirements of these associations. The activities Joshua Christian Academy sponsors as a member of these Associations are: Art & Academics, Music, Football, Volleyball, Basketball, Baseball, Softball, Golf, Track and Field, Tennis, and Soccer.

ADMISSION POLICIES

Application for Admission

Obtain an Application for Admission form and a Parent-Student Handbook from the administration office. Please read the handbook completely.

Testing Fees and Records

Return the completed Application for Admission, the testing fee, registration fee, your child's immunization record, a copy of your child's birth certificate, a copy of their Social Security card, and a copy of your child's last school report card and a copy of student behavior records to the administration office. We will request a copy of your child(ren)'s transcript from the previous school. Students entering high school will not be permitted to attend classes until their file is complete.

Entrance Testing

Some enrolling students must be tested. Schedule a date for your child to take the entrance test. Parents must schedule a personal interview with the administration. The student should also attend this interview.

Credit Transfer

JCA will accept credit transfers from public, private, or home school courses through the 8th grade. High School credits must be approved through the office. Students may be asked to take individual course tests to receive credit when transferring into JCA.

Teacher Recommendation from Former School

All transfer students must submit a recommendation completed by a former teacher.

Letter of Recommendation

All students are required to submit a letter of recommendation from their senior pastor. Parents and students must also sign the Joshua Christian Academy Standard of Student Conduct.

Probation

All new students are admitted for a nine-week probationary period.

ATTENDANCE

Regular school attendance is a vital part of a student's academic success. Students must be in attendance for at least 90% of the days school is in session during a semester in order to receive credit for a class. Students who have accumulated more than the allowed number of absences during a semester may, for extenuating circumstances, present a written appeal to the administration. The following absences may be submitted for consideration regarding extenuating circumstances:

- Personal illness
- Sickness or death in the family
- Quarantine
- Weather or road conditions making travel dangerous

Days of suspension

Medical or dental appointments

Any other unusual cause acceptable to the administration.

The deadline for making such an appeal is the last day of the semester in question. Alternate ways, such as make-up days on designated Saturdays, may be made available to students who need to make up work or regain time lost because of excessive absences.

Definition of Excused Absences and Tardies:

Excused Absences:

Personal illness

Sickness or death in the family

Medical or dental appointments

Pre-approved family days (two per semester) Any full day or portion thereof constitutes one family day.

**A student who does not sign in through the office will be considered absent for the entire date. A late pass will be issued for the student to be admitted to class.

Excused Tardies

Personal illness

Sickness or death in the family

Medical or dental appointments

Tardies may be excused for other reasons, if in the judgment of the administration, the circumstances deem it necessary.

Note: According to school policy, three (3) unexcused tardies or three (3) unexcused early dismissals count as one (1) unexcused absence.

Family days (four per year)

Family days must be pre-approved and may not be used during major testing periods, i.e. nine-week tests, semester tests, or finals. Family days must be spent with the family.

College Days

Seniors are permitted 4 college days per year. Juniors are permitted 2 college days in the Spring Semester only. All college days must be pre-approved two weeks before scheduled day. Students must bring a note on university letterhead saying they visited that campus on that particular day.

Procedure for Reporting Absences

When a student is absent from school due to illness, the parent or guardian is requested to telephone the appropriate school office on the day of the absence between 7:30 and 9:00 a.m. The call does not constitute an excused absence.

The parent or guardian must send a note on the morning of the student's return in order for the student to be considered for an excused absence. However, any absences not cleared with written verification three (3) days after a student returns will become unexcused.

Excused absences

Students will be excused for illness, a death in the family, and doctor or dental appointments. Excessive unexcused absences may result in academic penalty including but not limited to zeros (0) on daily work.

Truancy

Students are considered truant when they are absent from the school or any of their classes without following the attendance guidelines. Students without passes who are out of class a portion or all of the period are considered truant. Truancy constitutes an unexcused absence. Disciplinary action will be taken.

Permission to Leave School

Students who must leave school during the school day must sign out in the Office with acknowledgment by office personnel. In order for the student to receive authorization to leave school, he/she must present a written request to the office. The parental request must:

- Identify the need for release from school.

- Designate the pick-up area for the student to meet the parent.

- Specify the exact time for early dismissal.

Illnesses

Parents: If a student becomes too ill to remain in class, we will reach you by phone and recommend that you come to school and pick up your child. It is very important that we have an updated, working phone number on the emergency contact form to reach you. Transportation cannot be provided for sick children. If your child is ill, please do not send him/her to school. A student that contracts a contagious disease or condition, such as pink eye, chickenpox, ringworm, impetigo, or pediculosis (head lice) will be sent home from school and must remain home until the condition or disease is remedied. Parents of student injured in school to the degree he/she must see a doctor must submit written permission before the student can return to participate in P.E. or athletics.

Re-Entry During the School Day

All signing in or out must be acknowledged by office personnel. Students signing in must receive a pass to be admitted to class. When signing in after a doctor's appointment, a student is required to bring a note from the physician.

Closed Campus

Students are not to leave the school property during the day, except in cases of early dismissal or after proper procedures are followed for checking out of school. A student who does not sign in or out, or does so without approval from office personnel, will be considered truant from school and will receive an unexcused absence for each class missed.

Tardies

Three (3) unexcused tardies to school within a 9-week period will count as one (1) unexcused absence. Students tardy to school must report to the office to obtain permission to enter class. Please remember that tardies do affect semester test exemption—see guidelines on page 18.

Make-Up Work/Tests

The student is allowed one (1) day to make up work from a one day excused absence. If a test had been previously assigned on the day of absence, the student must be prepared to take the test on his/her return to school. Time allowed for make-up work for multiple absences will be determined on the basis of need.

A student who is absent from school for any reason other than those listed under “Excused Absence” will not be able to make up work and may receive “0’s” for classes missed.

Students should go to their teacher and ask for make-up work as soon as they return from an illness. In case of an extended illness, the parent may call the office to request make-up work for a student until 10:00 a.m. Assignments may then be picked up in the office after 3:00 p.m.

Co-Curricular Activities

Students failing to attend by 9 a.m. on the day of a scheduled co-curricular activity will be restricted from participation in that activity. Exceptions to this policy must have prior approval from the administration.

CHAPEL

All students are required to attend chapel each Wednesday.

CHEATING

Any student cheating in any form will receive a “0” for the assignment and disciplinary penalty. The second offense of cheating may result in disciplinary action that may include suspension.

CLOSING OF SCHOOL

Local TV Stations Channels 5 and 11 will carry all school closing announcements due to inclement weather or other emergencies by 6:00 a.m., when possible. When it becomes necessary to dismiss during the regular school day, announcements will be made at once via the same stations. Our Parent Alert system also will text message or email you of any school closings. Please do not call staff members for school closing information.

CO-CURRICULAR ACTIVITIES

Joshua Christian Academy has established an outstanding record in athletic and co-curricular competition throughout its years of existence.

Sports

Athletic teams are available to students in grades 3 through 12. Jr. High and High School Boys’ teams compete against other schools in 6-man football, basketball, track, baseball, tennis, and golf. Jr. High and High School Girls’ teams compete in volleyball, basketball, track, tennis, golf, cheerleading and track. Elementary grades 3 through 6 also compete in co-ed soccer, basketball and track.

Parties

Teachers in kindergarten and elementary grades will contact parents concerning regular school parties. Birthday parties may be scheduled during the last hour of the school day on Friday or the last class day of the school week. Please contact the classroom teacher before scheduling a party for your son/daughter.

Field Trips

Classes at Joshua Christian Academy enjoy the educational advantage of learning away from the school campus. Students enjoy field trips that enlarge their understanding of some phase of their class work. Field trips are designed to be educational, as well as recreational in nature. All students are expected to attend. However, a student may be retained at school for disciplinary reasons.

Transportation to and from Activities

Students participating in athletics or other activities are expected to ride the bus or van provided by the school. Drivers are licensed to operate these vehicles. After an activity or game is completed, students may leave to go home with their parents. Parents will need to sign the appropriate release form provided by the coach/sponsor in order for their son/daughter to leave an activity/game with them. Students will not be permitted to leave with other students or adults.

CONDUCT STANDARD OF CONDUCT

All students and parents must sign and agree to this Standard of Conduct before a student will be accepted. The basic underlying philosophy of Joshua Christian Academy is that a Christian School should be Christian in every aspect of the word, including its students. Therefore the students attending JCA are asked to sign a statement agreeing to basic Christian principles that have proved conducive to spiritual growth and development of young people.

The administration and faculty of Joshua Christian Academy feels that the following activities are important in the lives of students and are vital to well-rounded spiritual growth:

1. Regular family church attendance
2. Participation in a youth program in church
3. Maintain Christian standards of courtesy, morality and honesty

Being a student at Joshua Christian Academy is a privilege, one that students earn daily through their high commitment to academic success, positive social interactions with peers and adults, consistent adherence to the rules of the school, and conduct on and off campus that maintains and enhances the integrity and reputation of the student and the school.

THE HONOR CODE

The “Honor Code” expresses the basic expectations of all students of Joshua Christian Academy. An overview of such expectations follows. Students and parents should understand and agree that these basic principles (further explained in the School Handbook), will be enforced by the Administration. It is each student's commitment to a sense of honor that allows the Joshua Christian Academy community to function in an atmosphere of trust, both academically and socially. Every year each student shall be required to commit himself/herself to these principles by signing the Honor Code. The expectation of JCA is that students will keep their commitment to the Honor Code in their academic performance and personal lives. The Honor Code states:

“I realize that what I say and what I do are important not only to me but also to others. I must courageously and consistently do my part to establish and to maintain a climate at Joshua Christian in which learning is possible and Christian living is vital. My strength strengthens the en-

tire student body; my weakness weakens the whole. Therefore, I accept my responsibility to respect others as I respect myself, to uphold the ideals and principles of Joshua Christian Academy as expressed in the Honor Code and to cooperate in whatever is for the greater good of all.”

1. *Honesty*

Students are expected to exemplify the characteristic of honesty.

2. *Love*

Students should demonstrate love and consideration for peers, teachers, administrators, and others.

3. *Service*

Students should have a “servant’s heart” as demonstrated by Christ’s example.

4. *Courtesy*

Students are to treat everyone with proper respect and show proper deference to those in authority. A title (Mr., Mrs., Coach, etc.) will be used when addressing an adult. Talking back, sarcasm addressed to those in authority, complaining, gossiping, and use of profanity will not be tolerated.

5. *Cooperation*

Students are expected to cooperate with the instructors and follow classroom policies as well as stated school policies.

6. *Cleanliness*

Students are expected to be clean and to wear clean clothing. The school facility and grounds will be kept clean, orderly, and in a manner, which shows an attitude of gratefulness.

The administration and faculty of Joshua Christian Academy feels that the following activities do not promote the spiritual growth of the students; therefore, each student must refrain from these activities whether at home, school, summer vacation, or elsewhere, as long as they are enrolled in Joshua Christian Academy. Students involved in the following practices will not be permitted to attend Joshua Christian Academy.

1. Tattoos, permanent or temporary, this includes writing on your own or someone else’s skin.
2. Using tobacco in any form
2. Drinking alcoholic beverages
3. Using illegal drugs of any type including marijuana.
4. Involvement in serious moral offenses or homosexuality in any form.
5. Illegal activities which involve arrest and prosecution (other than traffic violations)
6. Involvement in gangs or gang related activity
7. “Running away” from home
8. Involvement in the occult.
9. Any inappropriate form of communication via email, texting or social networking sites.

Joshua Christian Academy does not admit nor retain students who:

1. Are married
2. Have been married

The restrictions listed on the standard of conduct are not intended to condemn those who disagree, but they point out types of conduct, which we feel would hinder the ministry of JCA.

Students are expected to abide by these standards for the entire period of their enrollment at JCA. Students who are not in harmony with JCA will be requested to withdraw. We do not accept or retain students who do not want to attend JCA. All new students are admitted on 9-week probation. During the pre-registration conference, students and parents should be prepared to discuss other aspects of applicant's lifestyle and background.

GENERAL CONDUCT

1. Students receive a conduct grade every nine weeks on their report cards.
2. Cell Phone Usage—Students who must bring cell phones to school with them, must turn them into the office before the beginning of school. They will be kept turned off and locked throughout the day. Students may pick up their phones when leaving school. Students violating this policy will have their phones taken up. If this occurs, parents may pick up the student's phone and will be charged a \$25 fine.
3. Parents are expected to cooperate with the faculty and administration in the area of student conduct.
4. Cheating or use of profanity will not be accepted
5. Students with a continuing problem of profanity, lying, cheating, stealing, disrespect, or fighting will be considered out of harmony with the school standards and policies and are subject to disciplinary action up to and including suspension and possible dismissal.
6. The sale, barter, or trade of any items at school is not permitted without prior permission from the administration.
7. The following articles are not to be brought onto the campus: knives, guns of any type, fireworks, any reading materials or audio or visual media not assigned by the faculty for educational purposes, drugs, tobacco, alcohol, electronic games, ipods and mp3s, recorders, pagers, legally prohibited devices, trading cards, chains, or any thing that would distract from classes.
8. Students are not permitted to chew gum on school property. Detentions are issued for violations.
9. A public display of affection between boys and girls is not permitted at school or at any school function.
10. Students who are not in harmony with the policies of the school are subject to disciplinary actions. The following are considered as grounds for swift, progressive disciplinary action up to and including suspension and dismissal:
 - a. Defiance or direct confrontation with school authorities.
 - b. Stealing.
 - c. Failure to comply with the terms of disciplinary probation.
 - d. The possession or use of alcoholic drink.
 - e. The possession, use or dissemination of drugs.
 - f. Activities that involve police intervention.
 - g. Serious moral offenses.
 - h. Gambling.
 - i. Personal misconduct that is deleterious to the good name and reputation of the school.
 - j. Fighting/Assault.
 - k. Sexual Harassment: Students will not engage in verbal or physical conduct of a sexual nature directed toward any person at any time. Such actions will result in immediate disciplinary action and/or prosecution by the appropriate law enforcement agency.

1. Other offenses deemed serious by school officials.

Unfortunately we live in a violent society permeated by drugs, alcohol, and other mood altering substances. We are grateful to the Lord that JCA has had few problems in these areas. However, it is our responsibility to be eternally vigilant. Parents of students should be aware that the school reserves the right to search the student's person and belongings in the event the school suspects the student possesses an unapproved item or substance. Such a search may be conducted without the student's or the parent's permission. Registration of a child constitutes parental consent to such searches. Automobiles, backpacks, purses, pockets, lockers, desks, etc. may be searched if there is reasonable suspicion that any unapproved item or substance may be present. Any student refusing such a search will not be forced to comply. However, refusal is grounds for dismissal from school and/or referral to law enforcement officials. School officials will not conduct "strip searches" but may require access to pockets, socks, shoes, etc.

Any student suspected of using illegal drugs may be requested to undergo drug testing for any or all illegal drugs. Parents will always be contacted in such cases. Refusal to undergo said testing is grounds for dismissal from school. Should the student take and pass the test, all costs will be paid by the school. Should the student fail the test, all costs will be paid for by the student's family. Joshua Christian Academy reserves the right to randomly test any or all secondary students for drug use. Student and athletic leaders are also randomly tested yearly. Said tests will be paid for by the school. Any student testing positive for drug use will be expelled from Joshua Christian and may be referred to legal authorities.

CONDUCT AT JCA SPORTING EVENTS

As we become more competitive in all sports, it is important to realize most of us have grown up in an atmosphere of athletic competition different from that in Christian schools such as JCA. As such, it is sometimes difficult to acclimate ourselves to the "strange" atmosphere of Christian athletics. One of our first jobs with new athletes at JCA is to "educate out" some of the attitudes and philosophy instilled in them by professional and other sports. We coach our young people to win and be winners, but, more importantly, to be Christians at all times.

Part of our philosophy of Christian athletics is that no opposing team is an "enemy" to be downgraded or harassed. We also teach that no official is ever doing anything but his best and, as one in authority, deserves our respect and obedience. Our young people must be taught that those in authority are to be respected at all times, not just when we agree with them. For this reason, we at JCA require, among other things: No downgrading or yelling at or against the opposing team. Yell for ours but never against the opponent. Players are prohibited from "trash talking" to opponents. No public display of disagreement, at any time, for any reason, with official's decisions and no criticism of officials verbally, physically by expression, or in any way, for any reason, at any time, by any one.

Penalties for players violating these tenets include suspension or removal from the team. Our goal is for JCA teams and fans to be recognized as having the very best Christian sportsmanship. This is the highest tribute possible for the Christian character of our youngsters and the success of our program. It is far more important for the character development of our athletes than whether we win or lose. No athletic event ever played is worth risking a person's Christian testimony, yet that's what negative reactions to fellow Christians (be they players or offi-

cial) does – it harms our Christian testimony.

May we request from all our many loyal and invaluable supporters that you assume individual responsibility to adhere to the same guidelines as our students do – both because it is the right thing to do; because it sets the right example for our youth; and because the leagues and Christian circles in which we play expect it of our fans as well as our players if we are to continue to participate!

CURRICULUM

Bible

A Bible lesson is presented in every classroom each day. In kindergarten and elementary school, this lesson is presented using visual aids. The junior and high school classes are taught by lecture method. Each student learns a number of Bible verses from memory each year. The 1611 King James Version (not the New King James Version) is the only Bible used at Joshua Christian Academy by students and staff.

Language Arts

Reading skills are taught using a phonetic approach. In addition to traditional English grammar, students receive instruction in spelling, poetry, vocabulary, and literature. Students in upper grades receive instruction in foreign languages.

Math

A traditional and practical course of study is used in math classes. Students are taught basic concepts and applications.

Science

Students receive instruction in areas such as plants, animals, the earth, the solar system, and creation. In science, as in all other subjects, the KJV Bible is the absolute authority.

History

Historical facts and events are presented with emphasis on great Americans and patriotism. History classes are taught from a Christian perspective.

Physical Education

Kindergarten and elementary students have use of our playground and gymnasium. They participate in organized games and activities. Junior and senior high students receive instruction in such sports as tennis, golf, volleyball, basketball, baseball, football, track, and physical fitness.

Transfer Students

Transfer credit is given only for completed work. Transfer students who maintain an overall “C” average or better during their first semester at JCA will be able to transfer all grades at full value. However, if an overall average or better is not maintained, credit will not be transferred.

DETENTIONS

Detentions are the mode of discipline that we use at Joshua Christian Academy. A student may receive a detention for behavioral issues or classroom work/supplies. Any student receiving a detention for a behavioral issue will be charged a \$25.00 fee for each detention beginning with the 3rd offense. Any student receiving a detention for lack of class materials will be charged a \$5.00 fee for each detention beginning with the 3rd offense. A detention will be assigned for the day infractions occur or for the following morning. Detentions will be in the morning at 7:20am. Detentions may be assigned for 30 minutes or one hour. Failure to serve an assigned detention will result in double time. The amount of time will be indicated on the detention notice. The teacher assigning the detention will also give the detention assignment. The assign-

ment may be: Extra work for the class in which the detention was given, an essay that has been assigned by the teacher or disciplinary sentences.

Students may not do homework during detention unless the teacher specifically assigns it. Students who have been assigned detentions must serve their detention before attending sports practices or games. Additional disciplinary action may include in-school suspension, out-of-school suspension, probation, or expulsion from school. Additional fees will be charged for in-school suspension.

DISCIPLINE

Joshua Christian Academy uses a demerit system as the basis for its disciplinary action and policy. It is impossible to list or categorize all types of disciplinary violations, thus, the administration reserves the right of disciplinary assignments as the case so determines. Rules and regulations apply in school, on school property, and at any and all school sponsored activities. A list of offenses that constitute demerits is located in the school office.

DIVISIONS

1. Pre-Kindergarten 3 (Must be 3 years old by Sept. 1 & fully potty-trained)
2. Pre-Kindergarten 4 (Must be 4 years old by Sept. 1)
2. Kindergarten (Must be 5 years old by Sept. 1)
3. Elementary School
 - a. Grade 1 (must be 6 years old by September 1 or must have completed Kindergarten)
 - b. Grade 2 (must have completed first grade)
 - c. Grade 3 (must have completed second grade)
 - d. Grade 4 (must have completed third grade)
 - e. Grade 5 (must have completed fourth grade)
 - f. Grade 6 (must have completed fifth grade)
4. Junior High
 - a. Grade 7 (must have completed sixth grade)
 - b. Grade 8 (must have completed seventh grade)
5. High School
 - a. Grade 9 (must have completed eighth grade)
 - b. Grade 10 (must have completed 6 credits necessary for graduation)
 - c. Grade 11 (must have completed 13 credits necessary for graduation)
 - d. Grade 12 (must have completed 19 credits necessary for graduation)

DRESS CODE

Skirts, Jumpers, Slacks and Shorts are purchased from French Toast, Dickies or Academy Uniforms. A list of JCA approved styles is available online, in the store or in the school office. . If uniforms become too small during the school year, it will be necessary to purchase new ones. We also have a Spirit Store on Campus where gently used or outgrown uniforms are available.

Skirt

Skirt length must ensure modesty when bending or sitting. Skirt length must be at least knee length. Skirt must be well fitting, not too tight, not worn below the waist. Shorts must be worn underneath.

Jumper

One-piece jumper worn with a uniform shirt only. Length requirements are as stated for skirts. Shorts must be worn underneath.

Slacks

Well fitting, not too tight, not baggy, not worn below the waist.

Uniform Shirt

All shirts must be purchased from JCA Spirit Store. If your child is not within the dress code they will be required to purchase a uniform shirt and your account will be charged. Students may not wear black shirts with black slacks/skirts/jumpers.

Dress Shirt

(Boys only) Button down Oxford style shirt. Must be worn with a tie and tucked in.

Shorts

(Elem. Only) Short length must be to the knee. Shorts must not be too tight.

ELEMENTARY (Pre-K through 6th)

1. Uniform shirts buttoned (except top button) and tucked in. A shirt, matching school colors, can be worn under the uniform shirt.
2. Slacks, shorts or skirts with belt loops must be worn with a belt. Shorts must be worn underneath skirts or jumpers.
3. Casual shoes or tennis shoes worn with socks. Non-footed leggings will not be permitted.
4. No make-up may be worn. Girls may wear nail polish. Colors may consist of light shades only. Black, Navy or dark shades are not allowed.
5. Wednesday Dress Code – see following.
6. Hair must be kept groomed and clean. Hair color must be within two shades of your natural color. Hairstyles longer than 2” are not permitted. Flat tops less than ½” or burr styles are acceptable. Hair length at the back may not touch the collar, at the front must be above the eyebrows and cut above the ears, not tucked behind them.

SECONDARY BOYS (7th – 12th)

1. Uniforms shirts buttoned (except top button) and tucked in. A shirt, matching school colors, can be worn under the uniform shirt.
2. Slacks must be worn at the waist. If slacks have belt loops a belt must be worn.
3. Casual, dress, or tennis shoes worn with socks. No open toe shoes or flip flops permitted. For P.E., tennis shoes only.
4. No clothing shall be excessively tight, form fitting, or too large. All clothing shall be clean at the beginning of the day and shall be worn in a neat and modest manner.
5. Hair must be kept groomed and clean. Hair color must be within two shades of your natural color. Hairstyles longer than 2” are not permitted. Flat tops less than ½” or burr styles are acceptable. Hair length at the back may not touch the collar, at the front must be above the eyebrows. and cut above the ears, not tucked behind them. No facial hair. Side burns must

not extend lower than the middle of the ear.

6. No jewelry may be worn except one ring per hand (on ring finger) and a watch. No evidence of body piercing is permitted. Earrings and necklaces may not be worn on any part of your body or clothing.
7. No sunglasses, hats or other head coverings, such as bandanas, may be worn in the building.
8. WEDNESDAY DRESS CODE – See following

SECONDARY GIRLS (7TH – 12TH)

1. Uniform shirts buttoned (except top button) and tucked in. A shirt, matching school colors, can be worn under the uniform shirt.
2. Slacks, Skirt or Jumper. Must be worn at the waist. If slacks or skirt have belt loops, a belt must be worn.
3. Proper under garments must be worn at all times.
4. Dress, casual or tennis shoes; no open toe shoes permitted. Socks or hose must be worn. Non-footed leggings will not be permitted. Shoes may not have heels exceeding three inches. “Flip Flops” are not allowed.
5. No clothing shall be excessively tight, form fitting, or too large. All clothing shall be clean at the beginning of the day and shall be worn in a neat and modest manner.
6. Hair must be kept groomed, clean, and out of your face. Hair color must be within two shades of your natural color. Spiked hairstyles and twists will not be permitted.
7. Modesty in wearing jewelry. You may wear one necklace, one ring per hand, a watch and no more than 2 pair of earrings (worn in the earlobe only). No evidence of body piercing is permitted, excluding the earlobes. No sunglasses to be worn indoors.
8. Nail polish consisting of light shades may be worn. Black, Navy or Dark Shades are not permitted.
9. WEDNESDAY DRESS CODE – See following.

WEDNESDAY GUIDELINES (PRE-K – 12TH)

1. Boys wear a dress shirt with a matching tie all day. If a long sleeve dress shirt is worn, sleeves need to be rolled down and buttoned at the cuffs.
2. Girls must wear a uniform shirt with a skirt or jumper. Please remember elementary girls must wear shorts underneath skirts or jumpers.
3. Shoes must be worn with socks for girls Pre-K – 6th. Boys must always wear socks.

WINTER ADJUSTMENT

You may wear sweatshirts, sweaters or a vest over the uniform shirt. These items must come from Academy Uniforms or the JCA Spirit Store. Shirt collar must show.

P.E. AND SPORTS UNIFORMS

Pre-K – 6th Grade will not change into P.E. clothing. Girls must wear shorts under their jumpers or skirts.

7th – 12th may purchase PE uniforms through the school. Students may also wear knee length, solid color shorts and a t-shirt for P.E. T-shirts must not carry any themes or logos that would be inappropriate. Students are to wear tennis shoes and socks.

Your child will be sent home if the Dress Code is not followed. The first offense constitutes a

call to the parents and a correction to the clothing must be made before your child is allowed back in class. See special note regarding uniform shirt.

MODEST DRESS must be adhered to at all school activities. Pants, knee length shorts, dresses or skirts are required. Boys may not wear earrings or necklaces. Students must abide by the Dress Code until picked up by their parents unless they are participating in an after school sports activity.

DROPPING OR ADDING SUBJECTS

Students may not drop, discontinue or add subjects without the permission of the principal and subject to the following conditions:

1. Students must have approval of parents
2. There must be a consultation with the instructor of the subject to be dropped or added.
3. Classes dropped after the fourth week of a semester will result in an automatic failing grade for the semester.
4. Classes cannot be added after the second week of a semester.
5. A schedule change will not be permitted if it means undue disturbance of the class size balance between sections that are in place at that time.

FACILITIES

Joshua Christian Academy is located on a beautiful 6-acre property located on Country Club Drive and Highway 174 in Joshua. The modern classrooms are all air-conditioned and carpeted. Chapel services and special programs are held in the chapel auditorium. Athletic facilities include a gymnasium with additional room for baseball/softball field and a football practice field.

FACULTY

The teachers at Joshua Christian are qualified not only because of their training, but also because of their own personal standards and their proper relationship to the Lord. Our teachers are dedicated to the ministry of teaching and have the child's best interest at heart.

FAILURE POLICY/ATHLETICS

1. A student with a failing grade for any 9-week period will be restricted from games and practice until his/her grade for that course is passing. This applies to team members as well as managers.
2. Grades will be rechecked for eligibility by the athletic office the day after Progress Reports (3 week reports) are issued. The student's current course average will be averaged with his/her failed 9-week average to determine if the Progress Report average in the failed course has risen the student's average enough to become eligible. If he/she is still not passing, the student may not participate until the next Progress (3 week) Report is issued. The grade on the report card must be passing in the failed subject. The athletic director will determine the averages and inform the appropriate coach when a player becomes eligible.
3. A student is considered to be ineligible on the day his/her report card is issued with a failing grade on it.

At the Conclusion of the School Year

1. Students who fail any class for the final 9 weeks of the school year and have a final semester average below 70 must receive academic assistance during the summer. This may be

done by attending summer school. If assistance is not received prior to the beginning of school, the student may not participate in practices or games until the end of the first six-weeks period. At that time, the student must be passing all classes to resume athletic participation. If a student does not receive help during the summer he/she may not participate during summer practices.

2. If a student failed the last 9-weeks of a school year, but the semester average was passing, the student may participate in summer practices and games after school begins. His/her grades will be checked at the end of the first nine-week period. At this time all the subjects must have a passing grade.

FINANCIAL INFORMATION

1. A non-refundable \$100.00 registration fee per new family is required.
2. Tuition and all lab, extra curricular activity, books and sports fees will be the responsibility of the parents.
3. Monthly payments are due on the 1st day of the month and are considered late if not received on or before the 7th. A \$25.00 fee will be assessed for late payments.
4. If an account becomes one month overdue, the student will not be permitted to attend classes until the account is brought up to date. Access to online student information will also be restricted.
5. A student who misses class due to financial reasons will be counted absent. The student will be permitted to make up work upon return to school.
6. To receive a church discount on your JCA tuition, you must be an active member of Joshua Baptist Church for at least 1 year before you are eligible. This discount must also be approved by the Administration

GRADES

Report cards are issued at the end of each grading period.

Progress reports are issued every three weeks (grades 1-12) according to the calendar.

Grading Scale:

A	90 – 100
B	80 – 89
C	70 – 79
F	0 – 69

A student's GPA is calculated by dividing the total number of grade points earned by the total number of credits attempted, excluding those credits for which the students earned an I or W. To be recognized as an honor student, you must be a full time student with a GPA of 3.8 or above. P.E., Sports and Teacher Aide are not included in the GPA. Students must maintain a GPA of 2.0 or above to remain in good academic standing. A student whose GPA falls below 2.0 may, at the discretion of the administration, be given the opportunity to regain good academic standing. If the student does not raise his GPA, he may be restricted from further enrollment at JCA. Any class in which a student earns an F must be successfully repeated. After successfully completing the course, his transcript will reflect both attempts. To graduate from JCA, a student must be enrolled as a full time student at JCA and have completed the required approved credits and have a GPA of 2.0 or better. A full time student is one who is taking 4 classes at our Campus and has taken a college entrance test.

GRADUATION

The following credits are required for graduation from JCA:

Subject

Computer	1
Bible	4
Math	4
History	3
Gov./Econ.	1
English	4
Foreign Language	2
Science	4
Physical Education	2
Health & Speech	1
Electives	2
Total	28

Seniors must meet all graduation requirements and all financial responsibilities must be paid in full to participate in graduation ceremonies. Eight semesters of high school attendance are required in order to be considered for graduation unless special approval is granted by the Administration.

HOMEWORK

Completed assignments (nothing skipped or left out), turned in on the day and in the class they are due will begin with a grade of 100. Assignments not turned in on the day or in the class they are due will receive a zero in the grade book. Each individual teacher has the option to accept late papers due to unusual or unforeseen circumstances and if points will be deducted for late work.

MISCELLANEOUS

1. Care of Facilities, Equipment, and Textbooks

Students are expected to take care of school facilities, equipment, and textbooks. Disciplinary action will be taken when students abuse the facilities or equipment. A student will also be expected to pay for repair or replacement of any facilities, or equipment he/she damages.

2. Backpacks

Students are expected to place backpacks in the appropriate locations. Elementary students have hooks located in the halls & Secondary students are assigned lockers. Backpacks are not permitted in classrooms.

3. Phone Calls

Please feel free to call the office at any time. To contact a teacher, please call the office and leave your number and a message. The teacher will return your call. You may also contact any teacher via Renweb. To contact your son/daughter, call the office and the secretary will give the student a message or call for the student to come to the phone. Only parents may contact their son/daughter during the school day. Students are not permitted to use the office phone except in emergencies.

4. Lunches

Lunches, drinks, and snacks are available daily at additional cost. Lunch may be purchased on a weekly basis by completing a lunch order form and submitting it with payment by the desig-

nated date or ordering through the cafeteria. Parents and Grandparents are permitted guests during lunch.

5. Medicine

JCA students are not to have any medication in their possession at school. All medicines are to be turned in to the office in the morning with instructions as to the proper time and dosage. In accordance with the State laws, a signed doctor or parent's form is necessary for us to administer any medication. (This includes any prescription or over-the-counter medication). All medicine, including prescriptions, must be in the original container. Students who become ill at school will be sent home if the office deems it necessary or if they have a temperature of or exceeding 100 degrees. Students having head lice will be sent home. They may return to school when the office has conducted a satisfactory head check.

6. Money turned in

When sending money to the school office, please place it in an envelope showing the student's name, amount, and reason for payment.

7. Student Pickup

Students may be picked up at the front door of the elementary building or the main or back entrance to the gym. Students are not to leave campus to be picked up at another location.

8. P.E. participation

Students in grades 7-12 who are unable to participate in physical education classes must have a note from the parents. A note from a doctor may be requested if the period of time exceeds three days.

9. Party Invitations

Birthday or party invitations may not be passed out at school unless they include all the girls or all of the boys in the class.

10. Visitors to School

All visitors must report immediately to the Administration Building to receive permission to be on the premises. Only those individuals who have school related business to conduct will be granted permission to remain. **Visitors & Parents are required to follow the JCA modesty dress guidelines when on school property or participating in a school sponsored fieldtrip.**

NONDISCRIMINATORY POLICY

Joshua Christian Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

ONLINE ACCESS TO RECORDS

JCA is pleased to offer Online Student Information to our parents. All access is secure password protected so only the student's parents are able to view their child's information. This information will include grades, attendance, conduct grades and financial statements. This information is updated daily and/or weekly. As we continue to implement this exciting resource, additional features will be added. Please contact the office if you would like to take advantage of this service.

PARENT-SCHOOL COMMUNICATIONS

Communication between the parents and school is of utmost importance. Parents are issued a

school calendar that gives important dates. Communication may also be included in special meetings or in notices sent home with the student. The school newsletter is published monthly. Parent-teacher communications may be in the form of written notes or phone calls. Parents may call the office to set up a conference with the teacher, or may send a note requesting a call. Parents should understand that students failing to successfully complete homework assignments might be required to serve in detention hall until the assignments are complete. Students may receive a zero on incomplete homework.

Joshua Christian Academy encourages parents to be as involved as possible in their child's education. If you would like to visit your child's classroom, you are more than welcome. Please follow these procedures:

1. Call or talk with the principal, or office personnel to let them know when you would like to visit. They will check schedules, etc.
2. Please check in at the school office when you arrive.
3. Classroom visits should be limited to one hour.
4. Any items (supplies, lunches, sports equipment, etc.) to be delivered after 7:55 a.m. should be left in the office. Please do not interrupt the class.

PROBLEM RESOLUTION

As in any endeavor, problems may arise. Joshua Christian Academy follows the I Corinthians 6 principle in regard to problem resolution. Parents should understand and agree that resolution must follow these steps:

1. Pray about the situation and determine if it seems serious enough to pursue.
2. Contact the teacher or other individual directly involved for a personal conference.
3. If unresolved, schedule an appointment with the Principal.
4. If necessary, contact the Administration for a conference.
5. If the Principal or Administrator deems advisable, matters pertaining to student discipline or admissions may be referred to the School Board at any stage during the above process. The decision of this Board is final and binding.)

Parents are welcome to discuss any area of concern with the Administration AFTER the above steps have been taken. Discussions between parents about concerns or problems will not be tolerated and will be immediate grounds for dismissal from JCA.

REPORT CARDS

Report cards will be emailed out at the end of each nine-week period. Students entering school after the school year has started must be in school at least 3 weeks prior to the date report cards are issued to be entitled to receive a report card. At the end of the year, report cards will be emailed to the parents after final statements are paid.

SEMESTER TEST EXEMPTION POLICY

Students in grades 7-12 may qualify for the privilege of semester test exemptions in selected classes. Students in grades 7-12 will be exempt from semester finals if they meet the following requirements:

- a. Maintain a grade average of 90 or above and a citizenship grade of "S" or above for the current semester in the class where the student is receiving an exemption.
- b. If it is deemed necessary, the administration may exclude any student from test exemp-

tions due to disciplinary action.

- c. Students who have more than 8 tardies to the first period of the day, excused or unexcused, will be disqualified from being exempt from any test. Students may not have more than 3 unexcused tardies or 8 absences from any one particular class in each semester in order to be exempt. See Attendance section to determine excused/unexcused guidelines.

SOCIAL NETWORKING

There should be no expectation of, and there is no right of privacy. Joshua Christian Academy reserves the right to monitor any computer or electronic device usage or communication on the JCA campus.

Any activity which, in the opinion of the school, jeopardizes the reputation of the school whether on or off campus (24/7/365) may result in the offending student being subject to disciplinary action up to and including expulsion. Such activities specifically include postings or pictures on web sites, social networking sites, cell phone or other electronic communication of any type, etc. All postings and pictures are expected to be appropriate, modest, and Christ-honoring.

STUDENT HONORS AND AWARDS

1. Honor Rolls

Students who make an “A” grade in every subject will be listed on the “A” Honor Roll. Students with all “A” or “B” grades will be listed on the “AB” Honor Roll. Conduct grades will be considered in determining honor roll students.

2. Perfect Attendance

Any student who is in attendance each school day and is tardy no more than two times will receive a certificate of perfect attendance. Family days will count against a student’s perfect attendance record.

3. Academic Awards

The Academic Knight and Lady Knight of the Round Table Awards are given in the upper grade level to the boy and one girl who obtain the highest grade point average for the current school year.

4. Athletic Awards

The coaches give special awards to students who excel in a particular sport. The Knight and Lady Knight of the Round Table Awards are given on the varsity level to one boy and one girl who best exemplify a Christian athlete as voted on by their coaches.

STUDENT VEHICLE POLICIES

The following guidelines are listed for those students who wish to drive a motor vehicle to school or to school functions:

- Students driving to school are not permitted to stay in their vehicles after they arrive on campus.
- Students will not leave campus in their vehicles at any time during the day without permission. (Medical or dental appointments should be scheduled at the beginning or end of the day if possible.)

Students may park only in the back parking lot behind the gym. Remember that JCA has a closed campus policy. Once you leave your vehicle you may not return until the end of the

school day. Athletes should leave their cars parked on the regular lot during practices. Do not drive to practice areas. Loud music will not be tolerated. With elementary students around on all areas of the campus, it is important that a strict 5 MPH campus speed limit be observed at all times. No “peeling out” or reckless driving will be tolerated. Violations of speed limit or reckless driving rules will result in the assessment of various fines depending on the severity. These regulations are in effect at all hours of the day.

VALEDICTORIAN, SALUTATORIAN & HISTORIAN

The valedictorian will be the student having the highest GPA (minimum 3.8) during his/her four years of high school. The salutatorian will be the student having the second highest GPA (minimum 3.5) and meeting the same requirements as the valedictorian. The historian will be the student having the third highest GPA (minimum 3.3) and meeting the same requirements as the valedictorian. The class rank will be based upon the student’s GPA in all classes. The valedictorian, salutatorian and historian must have been enrolled at Joshua Christian Academy by the beginning of the first semester of their junior year to qualify for these honors.

WITHDRAWALS AND DISMISSALS

1. Withdrawals from school must be made through the office. School records will not be released until all financial accounts are paid.
2. Dismissals
 - a. Students will be held out of class if the family fails to keep their financial agreement with the school.
 - b. A student may be dismissed from school at any time he/she is found out of harmony with the rules and policies of the school.