

**PARENT HANDBOOK K4-5<sup>th</sup>**  
(Revised 2023)

**NOTICE OF STUDENT NONDISCRIMINATORY POLICY**

Junction Christian Academy admits students of any race, color, nationality, and 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, nationality, and ethnic origin in administration of its educational policies, admission policies, or school-administered programs.

**ADMISSION/REGISTRATION PROCEDURES**

**REGISTRATION PROCEDURES**

1. JCA begins registration for the following school year each year in January when the new semester begins. There is a registration fee of \$150 per student. **This fee is due at the time of registration and is nonrefundable.**
2. Entrance will be based upon the school's ability to meet the needs of the individual student. **JCA does not provide Special Education Services.** Normally, students who are more than one year behind grade level are not accepted for admission based on our inadequacy to meet that student's needs. An entrance exam will be given to all students on all grade levels. (With the exception of K4.)
3. Students must be up to date on immunizations and include a birth certificate, social security number and immunization record before the first day of school. If the student is exempt from immunizations, the office must receive notification of approval from the state.

**ADMISSION PROCEDURES**

Our desire is to provide your child with the best Christian education possible. We believe that children should be well equipped regarding academics, but even more important is their knowledge of the ways of the Lord and their relationship with Him. As home, church and schoolwork together, this process can be enhanced and enriched. In order to do that, we need to form a partnership with families who seek to live their lives in agreement with our Statement of Faith. We encourage JCA families to work with us and to share this common goal.

*Therefore, it is important that the following criteria be met prior to application.*

**Criteria #1** - Students must have a positive report from their current school. These reports include report cards and confidential recommendations. We do not admit students who need improvement in behavior or who have been

dismissed for disciplinary problems from any other school, or a student with high levels of unexcused tardies and/or absences.

**Criteria #2** – Families must accept and support the Biblical principles outlined in our Statement of Mission, Vision, and Faith, as well as our Philosophy of Education.

**Criteria #3** – Families must agree to support the school and its policies without reservation.

\*JCA reserves the right, with its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

### **APPLICATION PROCESS**

JCA uses an application process for determining qualified candidates. Admission forms are available through the school office or our website. We accept students who have a godly character. We are not an outreach or rehabilitation program for students with character problems. Our admissions process entails the following steps:

1. Submission of a completed student admissions application.
2. Entrance testing/screening
3. Payment of the registration fee.
4. Interview with parents and student.

### **IMMUNIZATION RECORD**

**New Mexico State Law is very specific. No student may be admitted without current immunizations, or a valid waiver form, on file in the school office. A waiver form is available from the State Health Department for parents who are opposed to immunizations for their children. A copy of your child's current immunization record must be kept on file in the school office. Keep your child's immunizations current.**

## STATEMENTS

***"For I know the plans I have for you, declares the Lord, plans to prosper you and not to harm you, plans to give you a hope and a future."  
Jeremiah 29:11***

### **Mission Statement**

Junction Christian Academy, in partnership with parents, is dedicated to providing an academic education of excellence based upon Biblical foundational truths.

### **Our Vision**

Through a Christ-centered educational program in a nurturing environment, Junction Christian Academy will equip students to fulfill God's purpose for their daily lives.

### **Philosophy of Education**

We believe that parents are God's primary provision for nurturing and educating children (Deut. 6:6-9). Our philosophy of Christian education consists of aligning the home, church, and school in working together to help provide a solid foundation for the students. The ultimate goal is for them to be conformed to the image of Jesus Christ. It is our desire to come alongside and supplement the home, serving as a representative of parents in matters of education, ministry, and discipline during school hours.

We believe a strong home/school relationship is essential. Therefore, parental involvement and support play a vital role in the academic and spiritual growth of each child. Teachers and parents must regularly and consistently communicate regarding the progress of their child.

### **Core Values**

**Preparation of Students.** Junction Christian Academy will strive to offer excellent academic preparation to the students. We will make every effort to provide a program that will prepare students to make the next transition in his/her academic career. Pro. 3:5-6; Luke 2:52

**Biblical Foundation.** Integration of faith will be maintained in all academic areas. II Timothy 3:16

**Partnership with Families.** Parents have the primary responsibility for the education of their children. Junction Christian Academy exists to partner with parents in the nurture and admonition of the Lord. Pro. 22:6

**Modeling Christ.** The Bible states that when children mature, they will be like their teachers. The teacher is the living curriculum in the classroom and must model a Christian life consistently. Therefore, we will strive to have teachers who have trusted in Christ as Lord and Savior. Luke 6:40

**Commitment to Financial Stability.** Junction Christian Academy will maintain a financial and business approach to balance budget, incorporate conservative principles and operate with integrity. I Cor. 4:2

**Environment.** Junction Christian Academy will strive to create an atmosphere of love and respect among the school community. John 13:34

### **Statement of Faith**

We believe that the Bible is the inerrant, infallible, Holy Spirit-inspired word of God. We believe in Creation and that man was created in the image and likeness of God. We believe that all men are born with the need of a Savior. We believe that Jesus Christ, the Son of God, was conceived of the Holy Spirit and born of the Virgin Mary; that He died on a cross for our sins; He boldly arose from the dead and ascended to heaven, where at the right hand of God the Father, He is now our High Priest and Advocate. We believe that He will personally come again. We believe in His power to save men from sin. We believe in the power of the Holy Spirit. We believe that salvation is by grace through faith in the atoning blood of our Lord and Savior, Jesus Christ. We believe that God is almighty and deserves our praise and worship. The method used to worship God is not as important as the fact that we do worship Him. We are created for the pleasure of God and to fulfill His purpose. We believe that this Statement of Faith is a basis for Christian fellowship based on God's love, which is greater than the differences we possess, and all those who sincerely accept it can and should live together in peace and harmony through promoting the cause of Jesus Christ.

## **FINANCIAL INFORMATION**

**Tuition Costs:** Tuition is \$3,600.00 per year. Tuition may be paid annually, by the semester, monthly or bi-monthly. Payments may be based on a 10 or 12-month time frame. There is a 10% discount per student for families with multiple children attending school at JCA. The school office handles admission inquiries, tuition, and payments.

**Past-Due Tuition:** Parents should make every effort to pay tuition on time. You will receive notices from the school when your account shows a past-due balance. If tuition becomes 30 days late, a late fee of \$50 will be charged to your account. **No school records will be released to families with a past-due balance.**

**Withdrawal:** If it becomes necessary to withdraw a student, parents must notify the school office. Parents must also complete the appropriate forms indicating that all books and school property have been returned in good condition and that all financial obligations have been met. No records will be released to parents, or to any other school, until this process is complete.

**Tuition Refunds:** If a parent pre-pays tuition and then withdraws a student, or the student is dismissed from JCA, they are eligible to receive a pro-rated refund. The refund will be mailed to parents within four to six weeks. The refund will be determined by using the date of the written notice of withdrawal submitted by the parents. Registration fees, book fee, activity fees and fundraising proceeds are nonrefundable and will not be pro-rated.

**Re-Enrollment:** Families of students already enrolled will have pre-notification and given an opportunity to enroll before the general public enrolls. Re-enrollment is subject to review by the administration each year for all students. A student is considered officially re-enrolled when the administration receives a completed re-enrollment form and the registration fees have been paid. Students with a past-due or outstanding tuition balance will not be allowed to re-enroll. New incoming students will be allowed to enroll after the re-enrollment forms have been issued.

## **ACADEMIC POLICIES**

### **Grading System**

The grading system at JCA is as follows:

A+	98-100	C+	78-79
A	93-97	C	73-77
A-	90-92	C-	70-72
B+	88-89	D+	68-69
B	83-87	D	63-67
B-	80-82	D-	60-62
		F	59 or below

Students in K-4/Kindergarten/1<sup>st</sup> Grade programs are issued report cards with assessment of age-appropriate skills as measured by classroom observation at the end of each semester.

The grading system for K4/Kindergarten/1<sup>st</sup> Grade students is as follows:

E	=	Excellent
S+	=	Above Satisfactory
S	=	Satisfactory
S-	=	Below Satisfactory
U	=	Unsatisfactory
IN	=	Improvement Needed

**Placement:** Grade placement for all students will be determined by testing and the administrative staff. JCA RESERVES THE RIGHT TO ADJUST AND/OR MODIFY COURSE SELECTIONS AND/OR COMBINATION OF CLASSES AT EACH GRADE LEVEL BASED ON FINAL ENROLLMENT.

**Academic Intervention Plan:** Administration will track students' progress and meet with those who are having academic difficulties. Teachers will notify the parents when a student is struggling in class. Students must be able to maintain a minimum of "C-" level work in the grade to which they are assigned. When a student falls below a "C-" average in any curricular area, a program for improvement must be developed and agreed upon by the teacher, parents, and administration, which may include tutoring, extra study time, etc. Failure to rise above a "C-" average at the end of the first semester will result in academic probation. JCA strives for excellence for our students. Academically, each student is required to strive for this same excellence. **Failure to meet these standards will be handled on a case-by-case basis.** Students may be referred to the Intensive Tutoring Program provided by JCA. Parents will be contacted if their child qualifies for this program (not offered to K4 students).

**Promotion/Retention Policies:** If there is an academic concern and retention may be necessary, a conference will be scheduled with the parents, teacher, and administration. Should teacher and administration agree that the student needs retention, yet the parent disagrees and will not allow retention, the student will not be allowed to re-enroll for the following year.

**The general guidelines for retention are as follows:**

**K4/Kindergarten/1<sup>st</sup> Grade**

Teacher recommendation for retention is based upon one or more of the following:

- Personal observation.
- Below grade level performance in academic subjects.
- Below grade level on developmental testing.
- Social/emotional immaturity.

**Grades 2 through 5:**

Teacher recommendation for retention is based upon one or more of the following:

- Students with one final grade of "D" in a major subject will be passed on to the next grade on probation. In most cases, a recommendation will be made that the student receive tutoring during the summer. In addition, the student may be required to take an entrance test before the start of the next school year to determine the

student's readiness to do the work required in the next grade level.

- Probationary status is for the first nine weeks of school, and will be removed if the student maintains a "C-" average or better the first nine weeks.
- Failure of two or more academic subjects.
- Grade levels of 1.5 points below the norm in standardized testing in total reading or total math.
- Social/emotional immaturity.

**Honor Roll:** The "A" honor roll is for those students who make all "As" in a school quarter. The "A & B" honor roll is for those students who make all "As" and "Bs" in one quarter. An elementary student earning a "C" or below in any subject or an "IN" or "U" is not eligible for either honor roll.

**Parent/Teacher Conference:** Parent/Teacher conferences are held throughout the year. These are established times when parents and teachers meet to discuss student progress. Both parents are encouraged to attend these important events. Parents and teachers are welcome to schedule a conference at any time. Appointments may be made with the teacher.

**Homework:** Homework is given for several reasons:

- **For Drill:** We believe that most students require solid drilling to master material essential to their educational progress.
- **For Practice:** Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
- **For Remedial Activity:** As instruction progresses, challenges on certain material become evident. Homework allows for correction before testing.
- **For Special Projects:** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

We expect parents' full cooperation in seeing that the assignments are completed. Repeated delinquent homework could result in failure to perform which hinders preparation for the future. Parents are encouraged to communicate with teachers when their children are having challenges with homework. We look for parental support in seeing that all homework is completed and turned in on time.

**Make-Up Work:** It is the responsibility of the student to make arrangements with the teacher regarding work that was or will be missed during an absence. The student has the same number of days





It will also be considered a tardy if a student leaves 30 minutes or less before dismissal time:

11:00 or 3:00 K4                      3:00 Kinder                      3:30 1<sup>st</sup> thru 5<sup>th</sup>

If a student is **more than 30 minutes late arriving** or if they leave **more than 30 minutes early**, it will be considered a **half day absence**.

Accumulated tardies of 5 or more will automatically be converted to one absence. Ten tardies will equal two absences, etc.

**When a student reaches below 95% attendance for a year, it is possible that the student will not be allowed to advance to the next grade level or expulsion.**

**Early Dismissal:** Parents must call, come to the office, or send a note if their child will be picked up before dismissal time. The teacher and office must be informed if someone other than the parent is picking up their child, and that person must be on the student's approved Student Emergency Contacts Release Authorization form. A child cannot be released without consent from parent/guardian.

**Illness (During School):** Students that become ill during the school day will be sent to the office by the teacher. Office personnel will contact parents. It is imperative that parents keep current employment and phone information on record in the office. Students with a fever of 99.9 or above, vomiting, diarrhea, or other contagious conditions must be picked up immediately. The office will not distribute medication of any kind without written permission or permission from parent in person or on phone.

**Illness (At Home):** Students with a fever of 100 or above, vomiting, diarrhea, or other contagious conditions while at home must remain at home until such symptoms have subsided for at least 24 hours without medication.

**COVID:** If a student or someone in the home has been exposed to COVID or has contracted COVID, a parent must call the director. JCA stays up to date on all state and national regulations regarding COVID protocols and use these regulations and individual circumstances to determine the length of absence or quarantine necessary.

**Medication:** Ideally, medication should be given at home. If your child requires prescription/nonprescription medication during the day, you must come into the office and complete a written authorization form before any medication will be distributed. All medications must be sent to the office in the original container, clearly labeled with the student's name, grade, name of medication, the dosage, and time medication should be given, date, etc. We will place medication in a labeled zip lock bag and then placed in a locked drawer that is inaccessible to children. We will place medication in a labeled zip lock

bag and then placed in a locked drawer that is inaccessible to children. At the end of the school year or when a medication is no longer needed, it will be returned to the parent or destroyed.

**Family Crisis:** If there is a family crisis which may affect the student's attendance, level of concentration, or general well-being, please notify the office.

**Weather/School Closings:** Snow days will be determined according to JCA school officials. KRQE and KOAT TV stations will be notified of a delay/cancellation, as well as KLEA and KIXN Radio stations. An email will also be sent. If weather becomes severe during the school day, a decision may be made for early release. Parents will be notified by phone and will need to make arrangements to pick up their student. The student must be signed out by an authorized adult to leave. Days cancelled before 12:00 noon due to weather may need to be made up at the end of the school year.

## **Biblical Conduct**

### *Respect for God:*

- Psalm 86:12 – I will praise you, O Lord my God, with all my heart; I will glorify your name forever.
- Luke 10:27 – Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind.

### *Respect for Others:*

- 1 Peter 2:17 – Show proper respect to everyone, love the brotherhood of believers, fear God, honor the king.
- Leviticus 19:18 – Do not seek revenge or bear a grudge against one of your people but love your neighbor as yourself.

### *Respect Yourself:*

- Psalm 19:14 – May the words of my mouth and the meditation of my heart be pleasing in your sight, O Lord, my Rock, and my Redeemer.
- Proverbs 12:22 – The Lord detests lying lips but delights in men who are truthful.
- Psalm 8: 3-5 – When I consider your heavens, the work of your fingers, the moon, and the stars, which you have set in place, what is man that you are mindful of him, the son of man, that you care for him? You made him lower than the heavenly beings and crowned him with glory and honor.
- Ephesians 4:25 – Therefore, each of you must put off falsehood and speak truthfully...

### *Respect God's Facility:*

- 1 Chronicles 29:11 – Yours, O Lord, is the greatness and the power and the glory and the majesty and the splendor, for everything in heaven and earth is yours. Yours, O Lord, is the kingdom; you are exalted as head overall.

- 1 Corinthians 4:2 – Now it is required that those who have been given trust must prove faithful.

*Encourage Others:*

- Hebrews 3:13 – But encourage one another daily, as long as it is called Today, so that none of you may be hardened by sin’s deceitfulness.
- 1 Thessalonians 4:18 – Therefore, encourage each other...

*Do When Asked:*

- Philippians 2:5 – Your attitude should be the same as that of Christ Jesus.

## **DISCIPLINE POLICY**

Educating students within the context of a Christ-centered view is the primary function of JCA. The faculty and staff recognize that the conduct of students in their classrooms affects the learning environment and, ultimately, behavior outside the classroom. With that in mind, all teachers explain and disseminate the rules and accompanying rewards and consequences that govern all aspects of classroom behavior. At times, rewards and consequences are subtle, and sometimes they are overt, depending on which method the teacher deems appropriate. Teachers address issues such as respect/disrespect, punctuality/tardiness, prepared/missing/incomplete homework, acceptable/unacceptable work, appropriate/inappropriate behavior, general citizenship, and daily Christian living. The maintenance of an orderly and harmonious classroom is essential to learning.

Teachers form expectations appropriate to each student. If those expectations are not met, teachers enforce classroom policies and school rules firmly, fairly, and systematically. These factors build trust and create a safe learning environment in which each student may fully develop his/her potential. Within the setting of a Christian school, educators are instrumental in training young people in Godly attitudes and actions that glorify the Lord. This is a task that takes a lifetime to develop; however, formal education is a significant part of the process. In keeping with our mission of reinforcing the parental authority within the home, parents and teachers must communicate regularly.

Teachers for the most part, will handle their own discipline cases. The administration will handle cases referred to them by staff, as well as cases occurring outside the classroom. Discipline will be used to correct inappropriate behavior and is not intended to punish. Discipline and learning go hand in hand to build character and to allow the student to develop his or her God-given potential. Therefore, the school will use such disciplinary measures as instruction, exhortation, correction, rebuke, and corporal punishment (paddling) in an effort to achieve the ultimate goal of self-discipline. When corporal punishment

becomes necessary, the child's parents will be notified in advance and will only be given with parent permission.

### **General School Rules**

1. Follow directions promptly and with a good attitude.
2. Walk quietly to and from assigned areas.
3. Keep hands, feet, and personal objects to yourself.
4. Come to class prepared and complete all work assigned.
5. Use appropriate language; disrespectful speech or unkind words are not allowed.

### **Student Code of Conduct**

Students are expected to always abide by the following code, on and off campus, whether participating in school-sponsored activities or not.

- I will strive to discover my God-given talents, to develop those abilities fully, and to devote those gifts to a lifetime of learning, serving, and honoring God.
- I will not use or be associated with the use of tobacco, drugs, or alcohol.
- I will honor God by maintaining a lifestyle of purity.
- I will not use profanity, vulgarity, or any type of writing, printed material, innuendo, or conversation which is inappropriate for a Christian.
- I will not lie, cheat, or steal, nor will I tolerate such activity.
- I will show respect for authority and submit myself to the authority of the teachers and administration of JCA, realizing that attendance at JCA is a privilege, not a right.
- My dress and appearance will reflect Christian modesty and values.
- My relationship with other students will be based on the principles of Christ's love. I will show care and concern for others in my speech and my actions.

**Character Training:** Every subject area, teaching method, attitude, and action of student and teacher is a means of training character. Character training is taking place throughout the day, no matter what else is being taught. Teachers maintain orderly, structured classrooms and expect the students to work hard to learn content and, in the process, teach them to:

- Respect authority.
- Pay attention.
- Obey willingly and immediately.
- Apply themselves to the task at hand.
- Learn rules and apply them.
- Understand how things work together.
- Finish the job.

- Do what's right because it's the right thing to do.
- Work hard to get the right answer.
- Love wisdom.
- Chose things that are excellent.
- Develop habits of orderliness, attention to detail, alertness, obedience, persistence, honesty, accomplishment, and cooperation.

**Cheating:** Cheating or allowing someone to cheat will not be tolerated at any grade level. Students found cheating on any school material, homework, test, class project, etc., will be placed on probation for one month. The student will also receive a grade of zero for the assignment or test. Parents will be called for a conference with the teacher and/or administration. If the problem continues, the severity of punishment will increase. Possible consequences are detention, paddling, suspension, or dismissal.

**Forms of Discipline:** The objective of any discipline is to see the student become self-disciplined in his/her behavior. Our goal is to see Christ formed in the lives of our students. The various forms of discipline used by JCA are listed below:

1. Warning
2. Counsel with student
3. Lose privileges, written assignment, cleaning classroom or property
4. Parental conference
5. Paddling (K4 Exempt)
6. Suspension
7. Expulsion

**Counsel with Student:** Teachers will counsel and discuss disciplinary problems with students when required. Teachers may involve the administration in counseling when deemed necessary.

**Lose Privileges:** Examples would be recess, PE, extra curricular activities, outings, and parties.

**Written Assignments:** Written assignments may be given by the teacher or administration. These assignments should involve the student studying God's word about his/her discipline problem and writing about what he/she has learned.

**Cleaning classroom or school property:** Examples would be sweeping porches, picking up trash or similar tasks.

**Parental Conferences:** Teachers will initiate contact with parents if a discipline problem exists. A disruptive student will not be allowed to impede the education of others. Teachers will not discipline the entire class to address a problem that only one, two, or a few students are having. Once teachers have met with parents to discuss the issue, if they do not see any results, the administration will address the issue with parents.

**Paddling:** Paddling will be handled only by the administration **after consulting the parents.** Paddling will be an option for severe offenses such as fighting, disrespect to authority, and cheating. It will also be an option for lesser offenses when other methods have been tried and found not to be effective in curtailing repetition of the problem behavior. Paddling will always be conducted in the administration office by the administrator or teacher with a staff member as a witness. It will **only** be administered after consent from the parent(s).

**Suspension:** Students who do not respond to other means of discipline may be suspended. The length of suspension may vary but will usually be one to three school days. Students are not allowed to make up work missed due to a suspension and will receive a zero in the grade book for any missed work. Suspension may also be used as a disciplinary action for problems deemed by the administration to be of a more serious nature.

**Expulsion:** Students may be expelled from school when they fail to respond to correction. Teachers will document all behavioral problems that arise with a student. These records will assist the administration when they meet with parents regarding the possible expulsion of a student. When a student's attitude is not in accordance with the school's policies or principles, a parental conference will be called. Action which shows disrespect, dishonesty, rebellion, or other negative attitudes will be handled by the administration as it sees fit. The school reserves the right to have full discretion in the discipline of all students and to dismiss any student who does not cooperate with the education process. The following actions at, or outside of, school may result in dismissal:

1. Causing consistent discipline problems and showing little or no repentance.
2. The use or possession of tobacco, drugs, alcohol, weapons (guns, knives, razor blades or any other object deemed to be a potential weapon), pornography, cigarette lighters, matches, etc.
3. Threatening violence toward students, staff, or any other person. This includes speech, writing, gestures, etc. Poems, artwork, or other creative materials are not to be used to cover threats or thoughts of violence.
4. Fighting, foul language, or obscene gestures.
5. Alluding to or committing immoral acts.
6. Theft or destruction of property.
7. Violations of the JCA Student Code of Conduct.

## **DRESS CODE**

The primary purpose in developing a dress code is to give parents and students general guidelines for appropriate school clothing and appearance. However, the underlying principles of Godliness, modesty, moderation, cleanliness, neatness, and appropriateness should be the basis for choices

regarding dress and appearance. Parents have the responsibility of determining the school dress of their own children as long as it does not jeopardize their own child's health and safety. Clothing and accessories should not disrupt the teaching/learning process or encourage disorder. Appropriate attire should be chosen based on comfort and personal taste, without an emphasis on any particular fashion or trend. While a close correlation exists between appearance and academic/behavioral performance, students can maintain a positive self-image without requiring parents to purchase expensive attire.

The school faculty and administration have the responsibility of seeing that students exhibit respect for their own self-image and learn the importance of being a good witness for the Lord in all areas. The following guidelines are offered to assist parents and students in making decisions regarding school attire:

1. Hair should be clean, appropriately styled, and should not call undue attention to the student.
2. **No student will be permitted to wear any apparel that promotes non-Christian values. This includes, but is not limited to, alcohol, tobacco, obscenity, immorality, or secular music, shows or games.**
3. Blouses and shirts shall be neatly worn. Spaghetti straps, halter-tops, tube tops, or crop tops are not permitted. Any top that does not cover the midriff is not appropriate.
4. Slacks and pants shall be neat in appearance. They shall not be tight fitting or excessively loose (no sagging). Overalls must be fastened on both sides.
5. Skirts and dresses shall meet the standards of modesty and order. Girls wearing short, tight-fitting, strapless, or low-cut backs or fronts in dresses will be required to call home for more appropriate clothing. As a general guideline for length, the bottom of the hemline should be well below the tips of the child's fingers when the child is standing or kneeling with arms down at her sides. It is encouraged that girls wear shorts under dresses/skirts. If shorts are covered by a t-shirt the shorts are deemed to be too short.
6. Shorts may be worn during the fall in August, September, and October (weather permitting). In the spring, they may be worn in March, April, and May (weather permitting). They must also meet the standards of modesty. As a general guideline for length, the bottom of the hemline should be well below the tips of the child's fingers when the child is standing or kneeling with arms down at his/her sides. If shorts are covered by a t-shirt the shorts are deemed to be too short.
7. No hats, caps, or other types of headgear (including bandannas) are to be worn in the classroom or inside the building.
8. Jewelry should not call undue attention to the student or interfere with the learning process. Body piercing is not allowed with the exception of earrings.

9. Heelies on shoes will not be allowed. The wheels will be removed from the shoe and the parent will have to pick them up in the office. Flip Flops are not allowed. Heelies and flip flops are both a safety issue for which JCA will not assume responsibility for injury.
10. If a student is found to be in violation of the dress code, the administration will determine whether he/she will be given a warning and/or asked to call a parent to bring a change of clothes.

Any specific questions concerning proper dress will be answered by the administration. When in doubt on matters regarding student dress and appearance, parents and students are encouraged to check with the administration.

*"And let not your adornment be external only...but let it be the hidden person of the heart, with the imperishable quality of a gentle and quiet spirit, which is precious in the sight of God." (1Peter 3:3-4)*

### **GENERAL SCHOOL INFORMATION**

**Animals/Pets:** No pets or animals may be brought on campus unless approval is received from a teacher and the administration. Pets brought for "Show and Tell" are only allowed on campus during that time. Pets may not be brought into the building during drop-off or pick-up times.

**Birthday Celebrations:** Birthday celebrations for students during school hours are at the discretion of each teacher.

**Lunch Information:** All children must bring his/her lunch from home. The lunches must be labeled. All utensils, bowls, etc., must be sent with the child's lunch if they are bringing lunch from home. **Candy and/or soda are not permitted.**

During lunchtime, students must follow these rules:

1. Students must sit at their assigned table.
2. No horseplay is allowed.
3. No cell phones, games, toys, radios, cassette/CD players, ipods, etc. are permitted.
4. Students must keep the noise level down by speaking in a normal tone. Teachers will monitor the noise level and address any student or group that is too loud. Dead Quiet (DQ) time is for the first 10 minutes of lunch period so students will eat instead of visiting.
5. Each student is responsible for cleaning up their area (including underneath their seat) and for remaining seated until dismissed.
6. Students may not leave without the teacher's permission.
7. Dismissal will take place in a timely and orderly fashion.

**Snacks:** Snacks need to be healthy choices such as: raisins, fruit, crackers, cheese, etc. **Please do not send sugary snacks or drinks.**



**Class Parties:** Teachers are responsible for planning all class parties for holidays and other special events.

**Emergency Procedures:** The JCA Emergency Exit Plan is posted by the door in each room in the building at a level where it can be easily read. One fire drill per week will be held during the first four weeks of school and then one fire drill per month after that. When a fire alarm is sounded, classes will proceed to their assigned areas quickly, without running, and in an orderly fashion. Roll will be taken to assure all students are out of the building. The Fire Marshall or administration monitors all fire drills to time the event and assure procedures are followed.

**Shelter in Place Drills:** Classrooms will be notified of a Shelter in Place Drill. When notified, classes will proceed to their assigned areas quickly, quietly, and in an orderly fashion. Students will not be allowed to run, yell, or act in such a way that would instill fear and cause panic. (Code Red Drill)

**Lockdown Drills:** If a threat occurs that necessitates protective cover, an announcement will be made and the staff immediately directs the students to sit quietly in an designated area. All classroom and exterior doors are immediately locked and kept locked until they are advised that the drill is over. (Code Red Drill)

**Field Trips:** Field trips are planned by the teacher to enhance the curriculum being taught. When field trips are planned, teachers will send home information regarding the trip with students. Please read and follow all the teacher's instructions carefully. Some general guidelines for field trips are listed below.

- All school policies concerning dress, behavior, and discipline apply.
- The behavior of students during special outings should always reflect self-control and a high Christian standard.

**Food and Drinks:** With the exception of class parties and lunchtime, students are not allowed to have food or drinks at school unless approved by the teacher.

**General Safety Rules:**

- No student should be on the playground without a teacher. To prevent overcrowding and possibility of injury, classes should be on playground only when scheduled.
- No food, drinks, or gum are allowed outside lunchtime unless approved by the teacher.
- Students must remain with their teacher or other school staff at all times.
- If an accident or injury occurs anywhere in the school, an accident report must be filed immediately in the office.

- Students must respect the instruction occurring in classrooms when they are on the playground. Outside walls may not be used as a backboard and no items may be thrown at them.
- When students do not abide by the rules, appropriate consequences will be administered by the teacher or administration.

**Housekeeping:** Each student is expected to do his/her part in keeping the classrooms, hallways, and campus clean. Please help us keep our building and grounds as a Christian example to the community. This can be accomplished if each of us will deposit our trash in the proper containers and pick up paper, rather than walking over it. Trash containers are located in each classroom.

**Lost and Found:** Lost and found items are taken to the office. **Please label your child's supplies, jackets, lunch boxes, backpacks, and other materials.** Please check the lost and found box for items lost. JCA cannot be responsible for items left on school/church grounds overnight. Items left at the end of each quarter are given to charity.

**Mail/Deliveries for Students:** Items delivered to the school for students (i.e. mail, parcels, flowers, balloons, etc.) will remain in the school office until the end of the day.

**Parent Questions:** We encourage our staff and parents to utilize the Matthew 18 principle. Most of your issues can be resolved by going directly to your child's teacher. If you have a question concerning your child's grades, homework, class behavior or activities, please contact their teacher before bringing it to the attention of the administrative staff.

**Parent Volunteers:** We welcome parent volunteers! All parents wishing to help in the classroom, library, field trips, during lunch and recess must have a current approved volunteer application on file. All volunteers must sign in and out at the school office and wear a "Volunteer Badge" while volunteering.

**Contacting your child's teacher:** Parents will be given multiple ways to contact a teacher including email and possible cell phone numbers. Please remember that the teachers may not answer a text or email right away, especially during class hours. While JCA staff is expected to have cell phones on throughout the day, this is mainly for safety issues and are encouraged not to answer texts during instruction time. They will reply during recess and break times. If you have something important that the teacher needs to know right away, please contact the office and a message will be delivered.

**Electronic Devices:** Students are not allowed to bring phones, personal CD players, iPods, computer games, radios, or other electronic devices to school. Cell phones are strictly forbidden in class during school hours. This includes lunchtime and other free time the student may have during school hours.

Students whose parents wish them to bring a phone to school will need to come by the office each morning to drop the phone off and return at the end of the day to pick it up. Students who break this rule will have their cell phone confiscated, and the student's parents will be required to pick it up from the administration. Laser pointers are not allowed on school property.

**Toys:** Toys and other personal items for playing are not allowed at school. Toys may only be brought to school on teacher designated "Show and Tell" days. Students who bring items that cause disruption to the class will be asked to put the item on the teacher's desk and take it home at the end of the day.

**School Pictures:** Individual student pictures and class pictures are taken early in the fall semester. The purchase of this package is optional.

**Telephone Use:** Students are only permitted to use the telephone in the school office and only in case of emergency. All other telephones are for school personnel only. Parents should ensure that students have their books, materials, and lunches when they leave home each day. No telephone can be used during class periods. Forgotten books, homework, or permission to go home with another student are not acceptable reasons for telephone use. Parents should also give students instructions regarding after-school plans before they leave home in the mornings. Phone messages from parents should be for emergency situations only. Classes will not be interrupted for messages unless it is an emergency. Please contact the office rather than the teacher during instruction time.

**Textbooks:** Textbooks are the property of JCA. Books that require children to mark up or tear out pages become the property of the student at the end of the year. Regardless of ownership, students should not abuse textbooks or supplies. At the end of the year, or whenever a student leaves JCA, the condition of books issued to them will be evaluated and replacement costs of damaged books will be assessed. If a student loses a textbook, a statement showing the cost of the textbook will be sent to the parents. Once payment for the lost textbook is received, a replacement textbook will be issued. Students will not receive report cards/progress reports if there is an outstanding balance for a lost book.

**Visitors:** All visitors must sign in at the office and receive a "Visitor Badge." All visitors are asked to adhere to the JCA dress code guidelines. Before leaving, please return the badge to the office and sign out. Visitors are not permitted during standardized testing week or during quarterly or semester exams. Parents are welcome to visit their child's class if arrangements are made with the administration in advance. Younger siblings are not allowed in class without prior permission from the teacher. Students from other schools, friends, relatives, or other visitors will not be allowed on school property without the knowledge of the administration.

### **CHILD ABUSE AND/OR NEGLECT**

New Mexico state law mandates the reporting to Social Services of any suspected child abuse and/or neglect. The Director of the center will make the necessary report to Social Services, as well as notifying the licensing agency. The Director will also make appropriate notations in the child's personal file, recording the date and time of the observation, a description of the observation and the name of the Social Service worker receiving the report.

### **CONFIDENTIALITY POLICY**

All information regarding a child or a child's family shall be kept in the strictest confidence. The Director or any staff member will not reveal or discuss information given to them with any outside source pertaining to private matters. Information will be shared with professionals in matters that legally require our participation. If at any time you feel your privacy has been violated, please contact the Director immediately.