

JOHNSON FERRY CHRISTIAN ACADEMY

PARENT & STUDENT HANDBOOK

Updated 3.31.26

ACADEMIC YEAR
2026 - 2027



TABLE OF CONTENTS

Recent Changes.....	3
Welcome.....	4
Statement of Faith.....	5
Mission & Vision.....	7
Portrait of a Graduate.....	8
Educational Philosophy.....	9
Role of a Parent.....	12
Overview of Our Academic Program.....	14
Grading Scale & Standardized Testing.....	17
Scope & Sequence.....	18
Graduation Requirements & Academic Performance.....	22
Technology.....	24
Saints Athletic Program.....	25
Dress Code.....	27
Carpool & Student.....	28
Communications.....	29
Financial Information	31
Attendance Guidelines.....	33
School Health Guidelines.....	36
School Records.....	38
Expected Student Conduct	39
Conflict Communication Guidelines.....	51
Release & Hold Harmless.....	53



RECENT CHANGES

Updated or Clarified:

- The grading scale has been updated to no longer include “D” as a grade.
 - Page 15
- Excused Absences now include limited college visits.
 - Page 33
- The academic integrity process has been outlined.
 - Page 50
- Online Coursework and Academic Credit Policy
 - Page 18



WELCOME

Welcome to a new year at Johnson Ferry Christian Academy. We are grateful to partner with your family in the educational journey and faith development of your student. This handbook is designed to support you with the information and tools you need to navigate life at our school.

Inside, you'll find our statement of faith, educational philosophy, and curriculum framework; details about extracurriculars, athletics, and special events; guidelines for student conduct and relationships with peers, teachers, and staff; expectations for academic performance; and other essentials that contribute to student success at JFCA.

Please read this Parent-Student Handbook carefully. We encourage all families to review the material together and have conversations about the guidelines to ensure shared understanding and alignment with our school values and expectations.

Any portion of this Handbook can be updated at any time at the discretion of the administration.



STATEMENT OF FAITH

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

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

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

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

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

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



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

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

IX. Family: The family, composed of persons related by blood, marriage, or adoption, is ordained by God as the foundational institution of human society. Marriage is a lifetime covenant commitment of one biological man and one biological woman reflecting the union of Christ and His Church. The framework of marriage provides for the intimate expression of companionship and sexual relationship, including procreation, according to biblical standards. Children, from the moment of conception, are to be protected, preserved, and valued as a gift of life from God Almighty. Parents are to love, teach, discipline, and model biblical truth before their children; children are to honor and obey their parents. *Gen 2:18-22; Ex 20:12; Lev 20:13; Ps 127:3-5; Ps 139:13-16; Prov 22:6; Mark 10:6-9; 1 Cor 7:1-16; Eph 5:21-33*

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



OUR MISSION

Innovative Christ-centered education growing students grounded in academics, faith, and community.



OUR VISION

Our vision is to partner with Christian families to educate and inspire their children in the desire to love, serve, and honor God as mature leaders to reach the world for Christ.



PORTRAIT OF A GRADUATE

**INNOVATIVE CHRIST-CENTERED EDUCATION
GROWING STUDENTS GROUNDED IN...**



ACADEMICS

Graduates are responsible, innovative, extensive thinkers who confront academic challenges with resiliency and flexibility. They have learned the value of listening to diverse viewpoints and collaborating for the purpose of synergy. Graduates pursue truth in all areas of their lives and can express and defend their faith thoughtfully and clearly. With a drive for excellence and disciplined time management, they are focused and efficient in their work. Ultimately, they pursue wisdom and understanding to enrich both their own lives and those around them, balancing humility with confidence as they grow intellectually and personally. *“Wisdom is the most important thing. So get wisdom. If it costs everything you have, get understanding.” Proverbs 4:7*

FAITH

Graduates live out their faith by actively pursuing a relationship with Christ in light of being saved by grace. They embody the fruits of the Spirit through their actions and character. Because of the grace they’ve experienced in Christ, graduates demonstrate compassion and humility in their relationships with others. Out of reverence for God and the recognition of Christ’s redemption, they exhibit integrity in all aspects of their lives. Graduates inspire others to grow spiritually and live out their beliefs authentically as they strive to reach and disciple others for Christ. *“You can identify them by their fruit, that is, by the way they act.” Matthew 7:16*

COMMUNITY

Graduates demonstrate a commitment to community through their positive influence. Out of the overflow of their relationship with God, they consider the needs of others with a Christ-centered, servant leadership spirit. While ensuring others feel valued and empowered, they nurture meaningful relationships built upon trust, forgiveness, and encouragement. Inspired by a Kingdom vision of community and the desire to leave a positive lasting legacy, graduates lead by example as they invest in the lives of younger students, shaping a stronger, more compassionate community for future Saints. *“Let us think of ways to motivate one another to acts of love and good works.” Hebrews 10:24*



OUR EDUCATIONAL PHILOSOPHY

Our goal at JFCA is to provide a Christ-centered, accredited program of excellence, grounded in Christ, the Scriptures, and the Biblical worldview. Through discipleship, we point students towards a saving relationship with Jesus Christ and train them in the development of godly character and action for the purpose of fulfilling God's calling in their life. As a Christian school with a college-style model, we serve as an extension of the home and the Church. We honor the biblical calling of parents to teach their children to honor and obey God. In partnership with parents, we share in the charge given to the Old Testament people of God:

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

Moreover, as a ministry of Johnson Ferry Baptist Church, we take very seriously the responsibility to teach students, and we recognize *"those who teach will be judged more strictly"* (James 3:1). Consequently, we strive to honor God through the teaching and guiding of students to pursue God's truth as they mature spiritually, academically, and relationally. From this perspective, we nurture the whole student through opportunities in academics, sports, fine arts, biblical study, worship, and service. Furthermore, as students learn to surrender to the Lordship of Christ in their personal lives, we spiritually equip them to become future Christian leaders in their home, community, employment, government, and church.

Believing in the authority and inerrancy of Scripture, we proclaim that God and His Word are the objective truth. Subjects are presented from a biblical worldview whenever possible, and biblical truths are interwoven throughout the curriculum for the purpose of teaching students how to handle knowledge and develop godly wisdom. Committed to developing Christian critical thinkers who exhibit discernment, we introduce students, as they mature, to alternate worldview perspectives and teach them to defend and maintain their biblical worldview in the midst of a lost and broken world.

We believe students learn, perform, demonstrate, and excel when the components of curriculum and instruction are thoughtfully planned and effectively implemented. Therefore, we operate in a spirit of continuous improvement and seek out research-tested instructional practices and educationally-sound curricular resources.

As a school, we are accountable at all levels (God, the Church, our Board, as well as federal, state, and local entities). We ask that all parents and students acknowledge our philosophy and support the objectives of our school.



GENERATIVE AI (GAI) GUIDELINES

Belief & Guardrail Statements:

Bold statements reflect the central beliefs we hold about learning at the lower and upper school levels at JFCA in relation to the use of GAI tools. Italicized statements reflect the guardrails that protect our beliefs.

1. **Academic integrity is a manifestation of our faith; therefore,**
 - *Academic honesty and trust between teachers and students is cultivated through relational discipleship led by teachers in the classroom and parents in the home.*
 - *We exercise integrity in our claims of authenticity of our thoughts and work.*
2. **Human creativity, communication, and reasoning are a result of our Imago Dei; therefore,**
 - *We bring honor to God in the protection, development, and application of these uniquely human qualities.*
 - *We resist stunting our abilities through creative and intellectual shortcuts.*
 - *We teach critical thinking skills to foster the ability to discern truth from error.*
3. **The learning process is as valuable as academic outcomes; therefore,**
 - *We do not offload the natural struggles inherent to learning to a machine. This would interfere with the development of tacit knowledge which develops from personal experience, interactions, and observation and bears the fruit of wisdom.*
 - *We value the authenticity of student work because it gives teachers accurate information to fine-tune instruction to address student learning needs.*
 - *We provide opportunities for students to practice interpersonal communication and collaboration skills, problem solving, and perseverance through challenges without shortcutting the process.*
 - *Students and their unique voices are the central figures in the learning process, not a machine.*
4. **Writing remains a valuable academic, workplace, and life skill; therefore,**
 - *We teach the writing process which includes idea generation/research, pre-writing organization, drafting, revision, editing, and publishing.*
 - *Writing as a reflection or assessment tool is compromised using GAI.*
5. **The use of artificial intelligence tools requires human oversight; therefore,**
 - *Teachers, parents, and students should be informed about the appropriate use, dangers, privacy and ethical issues, and limitations of GAI.*
 - *Classroom use and application will be regulated by administration and governed by teachers for the purpose of safeguarding students and their learning experiences.*
 - *We ensure educators remain the critical decision-makers in issues of plagiarism and authenticity of student work; we employ AI detection tools only as a secondary perspective.*
 - *We want to leverage automation to advance learning outcomes while protecting human decision-making and judgment.*



ARTIFICIAL INTELLIGENCE TOOLS POLICY

Students are not to use generative Artificial Intelligence Tools (AI) such as ChatGPT, Grammarly, or any other AI platforms to complete assignments or produce work unless the teacher explicitly states in the assignments' written directions that such tools are acceptable and appropriate. The unauthorized use of AI tools or use without proper citation is considered plagiarism and will be handled as such. We evaluate the educational benefits and privacy risks of all potential products and make decisions based on overall educational value and limited risk potential. Each technology provider has a Privacy Notice & Terms of Use which describes its information practices. For information about these privacy practices and limitations, please see the representative company's website. Parents are encouraged to oversee the provision of personal data and online activity.

AGE GUIDELINES FOR GAI EXPLORATION AND USE

K-8th	Exploration or use of GAI is strictly prohibited.
9th-10th	Exploration or use of GAI remains the discretion of the teacher but is solely limited to supervised in-class lessons. No satellite work should include the use of GAI. Parents should be notified via a Canvas announcement one week in advance of the purpose of any exploration or use of GAI prior to introducing it in the classroom.
11th-12th	Exploration or use of GAI remains the discretion of the teacher and may include in-class or satellite work utilizing AI to assist in improving clarity and quality of original work to improve the final product when classroom instruction in the appropriate use of the GAI tool precedes it.



A COLLEGE STYLE EDUCATION MODEL

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

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

THE EVER-EVOLVING ROLE OF A JFCA PARENT

The role of parents in our unique model is not static; it's an ever-evolving role that responds to the needs of students. We see the parent role along a continuum that is not necessarily grade or age-specific. While the youngest learners certainly need parents as partners, there may be times when older students need a parent to be more supportive.

As life and school become more challenging, students may need more support along the way. These stages are not lock-step moves; they are recursive and fluid in nature.

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



THE EVER-EVOLVING ROLE OF A JFCA PARENT

(continued)

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

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

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

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

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



OVERVIEW OF OUR ACADEMIC PROGRAM

Elementary School (K-5th Grades)

The elementary years lay the foundation for the years to come. We have designed an elementary program that provides abundant learning opportunities where children can explore, experiment, and interact with their peers and their environment. In elementary, we strive to develop lifelong learners and critical thinkers who engage fully with their world while building a relationship with Christ.

Our K-5 gender-blended program follows the college-style format, with 2 ½ days on campus and 2 ½ satellite school days at home. In the elementary years, parents play an important role in serving as partners in their child's learning. While teachers develop the assignments for satellite days, parents are responsible for structuring the environment and facilitating learning as students complete their assignments on satellite days. Parents of elementary students typically sit alongside their students as they work. Students in this stage of development need a higher level of parent involvement and, in some cases, need additional instruction, enrichment, or study skills management. However, parents should never do any part of the students' work for them. As students develop greater independence through elementary school, the parent role shifts to a manager of student learning, whereby they provide close oversight of the students as they work.

Parents and students have access to all assignments through Canvas, and families are encouraged to develop routines and systems for locating, organizing, and completing satellite day work. In the elementary grades, parents should help with any preparation or review needed for the next class. They may also incur some direct instruction responsibilities, especially in the primary grades. In addition, parents are responsible for checking homework completion, ensuring timely assignment submission, and monitoring students' academic progress.



JFCA's elementary program encompasses language arts and literature, mathematics, social studies/history, Bible, and science, all within a Christ-centered environment. Field trips and fun social events foster a positive school culture. There are also opportunities for students to participate in extracurricular events like musical theater. Most importantly, we encourage students to embrace a personal relationship with God as we partner with parents in the fostering of spiritual growth through intentional discipleship.

The elementary school at JFCA is a nurturing community led by staff who love God and kids and who believe children thrive when they feel loved and supported in a safe educational atmosphere of encouragement.



OVERVIEW OF OUR ACADEMIC PROGRAM

Middle School (6th-8th Grades)

Our gender-divided middle school aims to nurture, stimulate, and challenge our students. The middle school years are a time of internal and external change in a student's life, and we desire for students to feel loved, encouraged, and challenged to excel as they navigate these changes.

We select appropriate curricula to prepare students for a rigorous course of study in high school and college in the areas of English language arts, mathematics, science, history, Thrive, and Bible. The key to this educational philosophy is a small classroom environment with professional teachers on campus combined with involved Christian parental guidance on satellite days. Middle school follows a college-style school format, with 2 full on-campus school days and 3 satellite classroom days. Students are expected to complete their teacher-directed assignments under the supervision of parents on satellite days; however, parents should never do any part of students' work for them.

During the middle school years, students are learning executive functioning skills through their Thrive classes to be more independent in their courses. We understand that every student is unique and encourage parents to help students identify strengths and overcome weaknesses in the area of executive functioning.

The role of parents during the middle school years varies by child; parents are still highly involved in the oversight of satellite day work as students grow more independent. Middle school students are developing more disciplined study habits and benefit from positive parental encouragement and the growing awareness of personal consequences.

Parents and students have access to all assignments through Canvas. Parents may need to help with any preparation or review needed for the next class as well as oversight of checking homework completion and monitoring students' academic progress. Parents may also be needed for support in additional subjects and tasks, such as spelling or keyboarding.

The middle school at JFCA is a supportive, loving environment that nurtures students' growing faith through Bible study, class discussions, and intentional discipleship.



OVERVIEW OF OUR ACADEMIC PROGRAM

High School Overview (9th-12th Grades)

JFCA's 9th through 12th grades are gender-blended and some classes are a mix of students from different grades as we customize student schedules based on graduation requirements. Our high school courses meet standards for rigor and engagement; all core classes are taught at the honors level. Our college-style educational approach combines the best attributes of parental involvement with the best attributes of a traditional classroom with professional teachers. At every grade level, we strive to promote high academic standards within a secure and supportive Christ-centered environment.

JFCA's robust academic program of study, including dual enrollment and a diverse list of extracurricular options, provides students with a rich and rewarding high school experience. Lower student-to-teacher ratios allow for discussion and exploration which are critical aspects of higher education. Parents of high school students should use this time to help students advocate for themselves in communicating with instructors and take personal responsibility for their academic performance.

In the 9th and 10th grades, parents may serve as guides or coaches for student independent study. Students are honing their disciplined study habits and strong work ethics through positive parental encouragement and through a growing awareness of personal consequences. Parents make certain their children keep up with assigned course material and communicate with teachers if difficulties arise.

For students in the 11th and 12th grades, parents support their students' independent schoolwork and provide additional coaching as needed. JFCA's courses mirror a college schedule wherein independent study skills and disciplined work habits are necessary for success.

High school students take courses in Bible, English, social studies, science, foreign language, and electives as outlined by the state of Georgia graduation requirements (see High School Scope and Sequence on pg. 18). In 11th and 12th grade, students who meet the school criteria and GPA standards will have opportunities to take dual enrollment courses through Truett-McConnell University.

One of our goals is to help students grow spiritually. Through our annual high school retreat, chapel services, choose your chapel, Bible classes, and Biblical integration into all subjects, we seek to help students grow in their love for Christ as they develop a biblical worldview.



COURSE GRADING SCALE

All courses will follow a weighted system of graded categories that will be outlined in each course syllabus as set by the subject area department. Categories will be manually maintained by the teacher.

K-3RD GRADING

Final grades are determined from the average of all 4 terms.

NOTATION:

- **M- MASTERY**
90%-100%
- **P- PROGRESSING**
80%-89%
- **N- NOVICE**
<80%

4-12TH GRADING

Final grades are determined from the average of all 4 terms. Course grades will not round up.

1000 POINTS/TERM

- **A- 900-1000PTS**
90%-100%
- **B- 800-899PTS**
80%-89.99%
- **C- 700-799PTS**
70%-79.99%
- **F- 0-699PTS**
0%-69.99%

BIBLE-500 POINTS/TERM

- **A- 450-500PTS**
90%-100%
- **B- 400-449PTS**
80%-89.99%
- **C- 350-399PTS**
70%-79.99%
- **F- 0-349PTS**
0%-69.99%

Yearly Student Standardized Testing

KINDERGARTEN

The Iowa Test of Basic Skills (ITBS) will be completed in the classroom over the course of 2 weeks in the Spring.

1ST-7TH GRADE

The Iowa Test of Basic Skills (ITBS) will be taken by all 1st-7th students:

- **1st-5th grade-** in the classroom in October.
- **3rd & 5th-** CoGAT Taken in October in the classroom.
- **6th -7th grade-** several satellite days in October. (dates will be in the Current)

8TH-11TH GRADE

The PSAT will be taken by all students in 8th-11th grade. Students will be assigned a satellite day to come up and take the test. Date will be published in the Current.

All students in the 12th grade should schedule ACT or SAT testing through the College Board's website.

ACCOMMODATIONS:

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



SCOPE AND SEQUENCE CONSIDERATIONS

We put much thought, planning, and prayer into our curricula. It is our goal that resources, assessments, and instruction – whether for core classes or electives – reinforce our philosophical, academic, and Scriptural standards. Core classes are those normally considered essential for an adequate and basic education: Bible, Math, Science, History, English, and Foreign Language.

Our accreditation stipulates standards and requirements we must follow, and we keep these requisites firmly in mind when reviewing curricula resource options. Our teachers help preview and select curricula, with guidance from the administration and/or the Board. Parents may also review our curriculum resources and literature lists in advance.

When selecting curricula, we search out excellent, developmentally appropriate, and rigorous materials. We use a variety of Christian and secular resources. When a secular item is used, Biblical principles within and/or related to the course objectives are also presented to the students.

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

We understand that Christian families differ in opinions and preferences. Each year, we maintain an up-to-date literature list, so parents may preview what students will be reading. There may also be instances where a teacher makes a mid-course change or addition to the literature or curriculum resources. If you feel compelled to challenge the use of a particular text or materials, please submit your concerns in writing to the teacher and the administration. Decisions on curricula made by the administration are final.

ONLINE COURSEWORK AND ACADEMIC CREDIT POLICY

JFCA's on-campus, in-person instruction is central to our educational experience, ensuring academic rigor, faculty oversight, relational discipleship, and biblical integration. At the same time, we recognize that students may occasionally have academic needs beyond our in-house offerings.

On-Campus Courses Come First. When a course is offered on campus, students are required to take the in-person version. Online coursework may not substitute for any course available at JFCA during the academic year.



Approved Online Coursework. In limited circumstances, students may take outside courses with prior written administrative approval. Approved situations include:

- Dual-enrollment through an accredited college or university (e.g., TMU, KSU)
- Specialized upper-level courses not offered at JFCA
- Credit recovery programs

Approval is based on accreditation status, academic rigor, alignment with graduation requirements, and mission consistency. Families must obtain written approval before enrolling in any outside course.

Unapproved Courses Will Not Count. Courses taken without prior approval or in place of an available on-campus course will not receive JFCA credit. They will not appear on the transcript, count toward graduation, or be factored into the GPA.

Credit Recovery: Students who need to recover credit for a failed course may apply for an approved online option. These are reviewed on a case-by-case basis and require prior administrative approval.

Questions? Contact the Director of Academic Advisement before enrolling in any outside coursework to ensure it will meet your student's transcript, GPA, and graduation requirements.

SCOPE & SEQUENCE

Elementary School (K-5th)

In elementary school, all students receive instruction in Bible, English Language Arts, Mathematics, Social Studies, Science, Art, Music, Technology Skills, and PE.

Middle School

 The middle school scope and sequence is as follows:

6th Grade

- Bible
- English
- Mathematics
- Science
- History
- Thrive

7th Grade

- Bible
- English
- Mathematics
- Science
- History
- Thrive

8th Grade

- Bible
- English
- Mathematics
- Pre-Algebra
- or Honors Algebra 1 (HS Credit)
- Honors Physical Science (HS Credit)
- History
- Thrive

A potential of two high school credits is possible by taking Honors Algebra I, in addition to Honors Physical Science.



HIGH SCHOOL SCOPE AND SEQUENCE

The scope and sequence for high school includes varied paths for students to pursue. The following graphic illustrates the possibilities. Electives vary from year to year. Twenty-three total credits are needed for graduation. A .5 Bible credit is required each year. Qualified high school students may participate in our Truett McConnell University (TMU) dual-enrollment* program starting in 11th grade. **Courses for which Chemistry is a prerequisite.

Core Courses:

	MATH	SCIENCE	ENGLISH	SOCIAL STUDIES
9TH	H Algebra 1 H Geometry	H Biology	H English 9	
10TH	H Geometry H Algebra 2	H Conceptual Physics H Chemistry	H English 10	H World History
11TH	H Algebra 2 H Pre Calculus College Algebra* Pre Calculus*	H Chemistry H Forensics** H Anatomy & Physiology** H Physics**	H American Literature	H US History World History* US History*
12TH	H Pre Calculus H Financial Algebra College Algebra* Pre Calculus* Statistics* Calculus*	H Forensics** H Environmental Science** H Anatomy & Physiology** H Physics**	H English 12 English 101* English 102*	H Economics H American Govt. Economics* American Govt.*

***DUAL ENROLLMENT** Students who meet prerequisite criteria have the opportunity to begin taking dual enrollment courses through Truett McConnell University in 11th grade.

SUBJECT SPECIFIC NOTES	Students who meet readiness criteria may take Algebra 1 in 8th grade.	Students who attended JFCA in 8th grade will earn HS credit for 8th grade Physical Science. **Courses for which Chemistry is a prerequisite.	Significant outside reading and writing is necessary for all English courses.	
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HIGH SCHOOL SCOPE AND SEQUENCE

The scope and sequence for high school includes varied paths for students to pursue. The following graphic illustrates the possibilities. Electives vary from year to year. Twenty-three total credits are needed for graduation. A .5 Bible credit is required each year. Qualified high school students may participate in our Truett McConnell University (TMU)* dual-enrollment program starting in 11th grade. **Courses for which Chemistry is a prerequisite.

Additional Courses:

	BIBLE	FOREIGN LANGUAGE	HEALTH & P.E.	ELECTIVES
9TH	Old Testament	H Latin 1 H Spanish 1		<ul style="list-style-type: none"> • Visual Arts • Digital Design • Journalism (Yearbook) • Public Speaking • <i>Personal Finance (.5 credit sem. class)</i> • Missions & Geography • H Constitutional Theory (.5 credit sem. class) • Psychology* • World Religions* • Sociology* • Public Speaking*
10TH	New Testament	H Latin 2 H Spanish 2	Health (semester = .5 unit)	
11TH	Biblical Worldview	Latin 101/102* Spanish 101/102*	Physical Education (semester = .5 unit; online course)	
12TH	Apologetics			
*DUAL ENROLLMENT	Students who meet prerequisite criteria have the opportunity to begin taking dual enrollment courses through Truett McConnell University in 11th grade.			
SUBJECT SPECIFIC NOTES	Bible is a required course each year at JFCA.	Most colleges require 2 years of the same foreign language.	Health and PE are separate semester courses.	<i>Personal Finance is a new JFCA graduation requirement beginning with Class of 2028.</i> Elective offerings vary yearly. Other TMU electives may be available each semester.



GRADUATION REQUIREMENTS

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

JFCA requirements:

- English: 4 units
- Mathematics: 4 units
- Science: 4 units
- Social Studies: 3 units
- Foreign Language/Fine Art/CTAE: 3 units (minimum 2 units will be Foreign Language)
- Physical Education: 0.5 units
- Health: 0.5 units
- Electives (core preferred): 4 units
- Bible: 0.5 unit yearly
- Personal Finance: 1 unit (new requirement beginning with the Class of 2028)

Although a third year of Foreign Language is not required for high school graduation, it can help with HOPE eligibility requirements and also indicates rigor for college admissions. The HOPE scholarship program specifies a list of graduation requirements a student must meet in order to be eligible to receive the scholarship. Students can find current requirements for Hope eligibility at gafutures.org.

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



ACADEMIC PERFORMANCE

Students are required to maintain at least a 2.5 weighted Grade Point Average (GPA) each semester. GPAs for each student will be calculated at the end of each semester.

Grade point equivalents:

- A = 4.0 (90 – 100)
- B = 3.0 (80 – 89.99)
- C = 2.0 (70 - 79.99)
- F = 0.0 (0-69.99)

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

Regarding assigned work, we expect that students complete 100 percent of their assignments. If the student consistently completes less than 90 percent of assigned work, their eligibility may be re-evaluated related to extracurricular activities, sports, and enrollment for the following academic year.

K–8th grade students who receive a grade of F in any course may be unable to continue at JFCA regardless of GPA. High school students who receive a grade of F in any course will not receive any quality points for that course. A grade of F may impact their continuous enrollment status. Parents and administration members will meet to discuss options, which may include grade recovery or repeating the course at the family's expense. In such cases, courses must be taken through an accredited program. Transfer students may be required to repeat any courses in which they received a D or F at their prior school.

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



USE OF TECHNOLOGY

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

TECHNOLOGY REQUIREMENT

Johnson Ferry Christian Academy requires that each student have access to the following technology (to be provided by parents on satellite class days if needed on Monday/Tuesday/Friday):

- A PC or MAC computer, with an up-to-date operating system
- A camera with video conferencing capability (This could already be part of your computer, phone, or tablet hardware)
- A working printer
- Internet Access
- Microsoft Office or Google Drive
- Browsers:
 - Mac browsers – Chrome (most compatible), Safari, and Firefox
 - PC browsers – Chrome (most compatible), Internet Explorer, Firefox

Capability for all students within the household is required for students to be able to engage online. A device such as an iPad, Tablet, or iPhone may provide some of the feature functionality but may not provide full functionality for all required applications (ex. IXL, RAZ, or Canvas).

All students in grades K-12th will need to have their own email account for the purpose of accessing and using their student Canvas account. Many Canvas features, like the discussion boards and quizzes, are only accessible through a student account. An individual student email is needed to set up the student Canvas account.



JFCA SAINTS ATHLETIC PROGRAM

We offer a robust athletics program to our students. Presently, our JFCA Saints compete in archery, baseball, basketball, cheerleading, clay targets, cross-country, girls flag football, boys football, golf, mountain biking, soccer, swimming, track & field, and volleyball interscholastic games and meets. High school student-athletes have the chance to letter in their sports.

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

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

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

- Treat coaches, other players, all volunteers, and officials with respect.
- Be open to coaching, instruction, fair criticism, and guidance through the season.
- No lying, cheating, stealing, or engaging in dishonest or unsportsmanlike conduct on or off the field.
- No disrespectful conduct, profanity, obscene gestures, offensive remarks, taunting, boasting, or other actions that demean anyone. This includes our own JFCA players and families as well as other teams' players, coaches, families, and game officials.
- No intentional harming of another person.
- Maintain a healthy lifestyle and do not use alcohol or drugs, including performance-enhancing drugs.
- If there is a concern with another player, coach, or volunteer, follow the Matthew 18 model and privately try to resolve the conflict with the person directly in a Christ-like manner, preferably at a time and place that is non-public. If the issue is not resolved, students should seek their parents' advice and then that of the coach or Director of Athletics.
- In matters involving sport governance, policy or rule interpretations, or any issues related to the role of the governing state associations (GAPPS, GIAA, etc.) in the administration or oversight of JFCA athletic events, all questions and concerns from parents, coaches, or players must be directed to the Director of Athletics. Communication with the state associations should not be made directly; the Director of Athletics will serve as the liaison and communicate with the associations on behalf of JFCA.
- No gossiping or undermining either the team or the athletic program at JFCA.

The full JFCA Athletics Handbook can be found at jfca.org/saints-athletics.



OVERALL GUIDELINES

JFCA's overall guidelines exist to create an atmosphere centered on glorifying and serving God, treating others with courtesy and respect, and educating our minds, hearts, and spirits as leaders and disciples of Jesus. These guidelines are created, edited, and affirmed by the JFCA Administration, the JFCA Board, and JFBC leadership. The Board is tasked with advancing the mission of the School through governance and strategic planning as well as financial oversight. As such, the Administration holds the responsibility to uphold these guidelines on a day-to-day basis including but not limited to financial, disciplinary, and academic-related decisions. At the discretion of the Administration, the Board and/or church leadership may be involved in major guidelines decisions.



TYPICAL SCHOOL DAY PROCEDURES: DRESS CODE

At JFCA, we recognize that attire can influence the learning attitude and environment. To support a focused and respectful atmosphere, students are expected to come to school dressed appropriately and ready to learn. If a student's clothing does not meet the dress code, teachers may refer the student to the office for an administrator to address the concern.

What to Wear - Tops:

Students must wear visible approved spiritwear while on campus for class or school-related extracurricular activities. Approved tops and outerwear are available to purchase online through an official JFCA spirit store, sports teams, or school extracurricular activities. All jackets or sweatshirts must be JFCA spiritwear. Spiritwear **MUST** be created by the school and **CANNOT** be altered.

What to Wear - Bottoms:

- Jeans, chinos, activewear pants, or khakis with no holes revealing skin above the knee.
- Shorts must have a 7-inch inseam.
- Skirts, dresses, or skorts- no shorter than 3 inches above the knee
- Leggings may be worn if the top covers the bottom and crotch area.

What to Wear - Accessories:

- Piercings in ladies' ears only - no plugs or gauges.
- Certain accessories, hairstyles, or articles of clothing may be addressed by the administration if found to be a distraction within the classroom.

** The following are inappropriate for school days and will not be allowed:

- Sweatpants (oversized athletic pants that are elastic at the waist and ankles)
- Pajama pants
- Tank tops
- Tops with holes that reveal skin or appear to reveal skin
- Exposed undergarments
- Body piercing or plugs (only ear piercing allowed)
- Visible tattoos
- Slippers
- Heelys shoes

Athletics Uniforms: Student-athletes should only wear their in-season athletic uniforms in preparation for and participation in JFCA games. Without prior approval, they should not be worn to school or other leisure situations.

Spirit Day Dress: Outfits should be chosen with the spirit of our school in mind! Tops should always cover the shoulders and midriff, even when arms are raised. Necklines should be modest, and plunging necklines or excessive cleavage exposure should be avoided. Clothing with offensive language, images, or messages is strictly prohibited. Clothing promoting violence, drugs, alcohol, or any contrary values to our Christian ethos is not permitted. Shorts, skirts, or dresses must still meet the above dress code.

If a student violates the JFCA identifying spiritwear or dress code requirements, then the following three consequences will be enforced:

- First Offense: A warning and a request to change.
- Second Offense: Calling parents to bring a change of clothes while the student remains out of class.
- Third Offense: A meeting with parents and the administration.



TYPICAL SCHOOL DAY PROCEDURES: CARPOOL & STUDENT DRIVERS

Drop Off and Pick Up:

JFCA solely uses the **SOUTH MAIN ENTRANCES** as the official location to drop off and pick up your student. First period starts promptly at 8 AM, and students should arrive no later than five minutes prior, but no sooner than 15 minutes prior to the start of class.

Carpool: Students must be dropped off in the designated lines on the southside of the building.

- Cars must pull all the way forward, and come to a full stop.
- Students should not exit the car until they are in the designated drop off area.
- Students should promptly get out of the car with all their things & quietly enter the building.
- Drivers should remain in the line, waiting for the car in front of them to exit, without pulling out to pass around them.
- Drivers should not line up before **7:45am for drop & 3pm for pick up.**
- **K-5th:** Line runs along the front of the Sanctuary, down the south side. A sign to print and display in your car will be provided to you to designate which student(s) you are picking up.
- **6th-12th:** Line runs along the south parking lot playgrounds.

Student Drivers:

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

- Students will use the south side parking lot south of the playground, off of Johnson Ferry Road.
- Student's car make & model should be submitted to the JFCA office to keep on file.
- Students may not leave campus at any time during the day unless a note has been provided to the administration indicating a need to leave for appointments such as doctor, dentist, etc. This means that students may not leave campus during the lunch hour; parental permission will not be accepted for this request. All students need to eat lunch in the Fellowship Hall.
- Students may not visit their car in the middle of school day without permission from the front office.
- Students may not entertain in their vehicles upon arriving to school. Instead, they must gather their belongings and immediately enter the building.
- Students may not have other students sit in their vehicle or drive onto or off campus unless the student is a sibling or in a carpool situation that has been approved and the Georgia Department of Vehicle Safety rules are followed regarding passengers.
- Students speeding, burning rubber, or engaging in other intentional reckless driving will lose permission to drive onto campus for a minimum of one week.



COMMUNICATIONS BETWEEN HOME & SCHOOL

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

Canvas: This is our school’s Learning Management System. This is where the student will see each of their classes and access satellite work requirements, class syllabus, current posted grades, and obtain school-wide communications.

FACTS Family Portal: We expect parents to monitor their Family Portal for student progress, payment information, and resource documents (ex. school calendar, tutor lists).

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

JFCA Website: A master school calendar lists upcoming school, athletics, and club events. The Parents & Students pages include helpful links and resources.

Parent Meetings: The JFCA administration may host parent informational meetings throughout the school year. For example, there may be grade-level specific parent meetings to share pertinent information needed by parents in that grade level. Please make every effort to attend parent meetings, especially if you have a student in a grade-level meeting. Other topical meetings may be offered throughout the year to provide parents with information and guidance. You will meet other parents, pray for our school, enjoy a time of fellowship, and have an opportunity to ask questions.

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

Naviance: Naviance is a comprehensive college, career, and life readiness solution that helps JFCA align student strengths and interests to post-secondary goals, improve student outcomes, and connect learning to life. Seniors will request transcripts and letters of recommendation through the Naviance system.



CANCELLATION OF SCHOOL DUE TO INCLEMENT WEATHER

Canceling school is a complex decision that affects students, staff, and families. The decision is further complicated by the fact that school families and staff reside in many different geographic areas throughout North Georgia. With the understanding that canceling school may cause hardship for some families, exceptional consideration is given to this decision, and JFCA does everything possible to keep the school open. The primary criteria considered when making a decision include:

1. The safety and well-being of students, staff, and families
2. The severity of the weather
3. Timing of the weather hazard
4. The ability for cars to travel safely

The Head of School, administrators, and campus staff evaluate all information available, including current conditions as well as local and national weather forecasts, to make the best decision for students, staff, and families. While JFCA knows some decisions will be inconvenient and that the weather does not affect every family in the same way, the school takes this as a very serious responsibility. In cases of inclement weather, a decision about a delayed start, early dismissal or school closing will be made by 6:00 a.m. on the day in question. While the Head of School will make the decision for the school, each family has the right and responsibility to decide what is in their best interest. In the instance that JFCA holds school while local county schools are closed, families residing in closed school districts who fear they cannot get to school safely will not be penalized for deciding to remain home. It will simply be considered an excused absence.

CAMPUS SAFETY

We train for and routinely conduct fire, catastrophic weather, active shooter, and shelter-in-place drills during the school year to prepare students and teachers to handle these emergencies. The school is equipped with an automatic fire alarm system, which, when activated, can be heard throughout the building.

On-campus security for our students includes locked classroom doors and video surveillance cameras in the building and parking lots. Using a visitor management system, each visitor is instantly screened against the registered sex offender database in all fifty states.



FINANCIAL INFORMATION

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

JFCA utilizes FACTS Management for registration, tuition, and all school and extracurricular payments. Every family must set up a FACTS account in order to be fully enrolled. The FACTS account has a fee per family per year for Payment in Full Tuition Plans, and a per-family per-year cost for Payment Plan Tuition Accounts. Even if all payments are made by check, you need a FACTS account as this is our primary billing and accounting system. FACTS adds a transaction fee to all payments made by credit or debit card. ACH and payments by check can be made without additional transaction fees. FACTS accounts can be set up as either an Invoice Account or an Automatic Debit Account. If you choose to pay by check, your check should be made out to JFCA and mailed to 955 Johnson Ferry Rd, Marietta, GA 30068. Payment must be received by the due date. Additionally, credit card chargebacks and ACH returns will be assessed a fee. A late payment fee will also apply to payments received after the due date. Guidelines are as follows:

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



FUNDRAISING AT JFCA

At Johnson Ferry Christian Academy, we view fundraising as a way to invite families and friends into partnership with our mission. Giving to JFCA is a voluntary act of generosity that helps support tuition assistance, program development, and special initiatives.

All fundraising activities are aligned with the school's values and approached prayerfully and with integrity. To minimize the frequency and nature of fundraising solicitations, the school will not engage in sales-based fundraising activities involving trinkets, food items, novelty products, or labor-based sales initiatives. We strive to communicate clearly, steward donations faithfully, and build meaningful relationships with those who invest in our students and mission.

Our desire is to foster a spirit of generosity that reflects our trust in God and our commitment to Christian education.



ATTENDANCE GUIDELINES

Students need to attend all classes regularly in order to maximize their learning and be academically successful. It is the parents' responsibility to ensure their children attend school regularly and are punctual. Students should be aware of the academic consequences for repeated absences. Learning to attend class regularly and to be on time are habits that are beneficial in high school, college, work, and life.

EXCUSED & UNEXCUSED ABSENCES

Johnson Ferry Christian Academy requires **written documentation via email notification to all teachers & Director of Academic Advancement (will.rodgers@jfca.org) for an absence.** An absence notice should include the following information: full name of student, date of absence, reason for absence, and parent/guardian name.

The following constitutes excused absences:

- Personal illness
- Serious illness or death in the student's immediate family
- Immediate family wedding
- A court order by a governmental agency mandating the student's absence
- JFCA educational travel
- Participation in JFCA sports
- Three excused college visits over the four years of high school
- Advance Administrative approval of an absence

All other absences will be recorded in the student's record as unexcused. Skipping school or cutting class individually or as a group, even with parental permission, is not acceptable and is considered an unexcused absence.

For excused absences (not including participation in JFCA extracurricular activities): Upon return to school following an excused absence, students will be given the number of class days equivalent to the number of excused days of absences to turn in missing work without penalty. This may not apply to the end of the semester. After that, they will lose 10% off their grade per day for up to two days before receiving a zero for the assignment or assessment. Students participating in JFCA extracurricular activities should turn in their work according to the due dates in Canvas. *Seniors are encouraged to schedule their college visits on non-JFCA days, but may be excused up to 2 days when permission is requested in advance through the Director of Student Advancement*



For **unexcused absences**, students will be allowed to turn in assignments late for two class days, with a loss of 10% off their grade per class day. After that, they will be given a zero for the assignment. After 5 unexcused absences a letter from the Director of Academic Advancement will be sent notifying that a student is in violation of state attendance requirements.

For **any absence**, teachers are given discretion in providing students the opportunity to make up any graded work completed in class (ex. Science lab, Socratic circle, on-demand writing, etc.).

MAKE UP TESTS & QUIZZES

If an absence requires a student to make up a test or quiz, the teacher will record a grade of (0) as a placeholder. The student is responsible for scheduling the makeup test/quiz with the JFCA office within one week of their return date on assigned testing days. Opportunities for make-up exams at the end of the semester may be limited to one day. If a student does not take up a missed test/quiz within one (1) week of their last absence, the zero (0) grade will become permanent. We do not accommodate requests for students to take assessments or exams early. Unexcused absences will be charged a \$25 fee for the makeup of regular tests/makeup.

TARDY

A student will be marked tardy when he/she arrives at class after the beginning of the official school day or is not in the assigned class at the official beginning of the class period. A student missing over half of a class is considered absent. **All students arriving late to school must sign in at the office.**

- **Tardy Excused:** Late arrival to school or class as a result of reasons defined herein as excused absences or as a result of events physically out of one's control such as inclement weather, documented transportation delays, health-related emergencies, power outage, compliance with a court order, etc. Students delayed in getting to class on time by another teacher need to obtain a note. Students who need to attend to personal issues that take longer than the time given in between classes need to stop by the office to obtain a note for the tardiness to be recorded as excused.
- **Tardy Unexcused:** Arriving late to school or class with or without the knowledge of parent/guardian, as a result of oversleeping, parent errands, etc., unless it is an excused tardy. Students may receive a zero "0" as a daily grade for unexcused tardiness. Furthermore, students with excessive tardies (3 or more per term) will be referred to the Director of Academic Advancement which may result in disciplinary action, community service, and/or a minimum \$25 fine.

PRE-PLANNED ABSENCES

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

Preplanned absences should be communicated with each of the student's teachers. Students will always be able to see assignments in Canvas as they are opened up to the class. A teacher may request that work be submitted through Canvas according to the due date to be eligible for full credit. Work not turned in by the due date is subject to a late penalty unless prior arrangements have been made with the teacher.

EARLY CHECKOUT

To be considered "in attendance" for a school day, a student must be present for at least one-half of the school day, excluding the lunch period (3.5 hours in class). Students leaving school before meeting that requirement will be considered absent for the day.

- A parent or student should notify the teachers of the classes they will miss.
- Assigned work due that day should be turned into the teacher prior to leaving campus.
- A parent or legal guardian will be required to bring a valid drivers license to check out their student.
- To be allowed to participate in extracurriculars on a school day, a student must be present for at least one-half of the school day (3.5 hours in class).
- **Student Drivers:** Parent permission must be confirmed for students wanting to leave school early if they drove themselves to school. Only then will the student be able to sign themselves out from the JFCA Front Office.
- **Early release for JFCA athletics:** If a JFCA student-athlete needs to leave school early for a game, teachers will be notified of their approved release time.

GUIDELINES FOR CAMPUS CLASS ATTENDANCE & SCHEDULES

Students will be assigned to a class for each class period during school hours while on campus at JFCA. Students will not have gaps in their Tuesday/Friday schedules for their safety and supervision and to maintain a work environment for JFBC personnel.

When a student's school day is complete, he/she is expected to leave campus.

It may at times be necessary for parents to pick up their students and return to campus for events such as sports or club meetings.



SCHOOL HEALTH GUIDELINES

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

- **First Aid:** Treatment will be rendered for minor injuries. If an emergency medical situation arises, the student will be assessed and treated by the nurse, and parents will be called by staff. If deemed necessary, an ambulance will be called and the student will be taken to the nearest hospital.
- **Antibiotics/ Infection:** If an antibiotic has been prescribed for any reason, topical eye, or oral medication, the child should be kept home until the medication has been administered for **24 hours**. Students returning to school with skin infections must have lesions covered for 72 hours with a secure dressing.
- **Fever:** Students with a fever of more than 100.4 degrees F will be sent home. Students with a fever of more than 99.4 degrees F accompanied by other symptoms such as cough, sore throat, headache, abdominal pain, etc., will be sent home. Students may return to school after being **fever-free** without fever-reducing medications for **24 hours**.
- **Vomiting:** Students will be sent home for vomiting at school unless it is determined that vomiting was not due to illness (e.g., PE, emotional reasons). Students may return to school **24 hours after** the last vomiting episode.
- **Diarrhea:** Students will be sent home if more than two episodes of diarrhea occur during a school day, or if one episode of diarrhea is accompanied by fever, abdominal pain, or vomiting. Students may return to school **24 hours after** the last diarrhea episode.
- **Lice:** Students found to have head lice or nits (eggs) will be sent home. A child must be free of lice and nits (eggs) **for over 24 hours** (with repeated head checks) in order to be readmitted to school.
- **Virus (Flu, Covid, etc.):** Students must be fever-free for **24 hours** and symptoms under control so others are not disturbed.
- **Serious Illness:** Please note that we will send students home when we determine that the health of other students may be in jeopardy, or when the child is clearly ill enough to not be benefiting from the school experience on a given day.



MEDICATIONS AT SCHOOL

Students are NOT permitted to have any medications in their possession while on the school campus. Additionally, the possession of another person's prescription medications will be viewed as a violation of the school's tobacco, drug, and alcohol guidelines and will be treated as such. With certain medical conditions (e.g., diabetes, asthma, severe allergy), emergency medications may be kept with the student after the medication has been reviewed and recorded in the office.

If medications are needed while at school, the student must visit the school nurse or front office to obtain them. State law requires that all prescription medication be in the original prescription packaging issued by the pharmacy. Medications will not be accepted from an envelope or plastic bag. It is required by law that all prescribed medication be presented by the parent/guardian to the school's nurse if it needs to be taken during school hours. It is the student's responsibility to come to the office for the prescribed medication at the appropriate and predetermined time. All medications will be kept in a locked medicine area in the school office. Records will be kept of all medications administered. JFCA does not assume responsibility for the effects any medication may produce.

HEALTH COMMUNICATIONS

If your student will miss school due to an illness, please follow the absence guidelines on page 28.

Please contact the school nurse (nurse@jfca.org) if your child is diagnosed with a highly contagious illness. Privacy will be maintained but classes may be notified when illnesses are diagnosed that spread quickly (ex. pink eye, strep, etc.)



SCHOOL RECORDS

Student Records and Data Privacy

Johnson Ferry Christian Academy maintains all student records electronically within a secure Student Information System (SIS) called FACTS. These digital records are backed up off-site to ensure data preservation and security. These digital cumulative files for each student include health records, grades, and standardized test results. Access to student records is strictly limited to authorized personnel with the appropriate security credentials. All student information is confidential and handled in compliance with applicable privacy and data protection standards. Staff members with access to student data are required to maintain the highest level of confidentiality and comply with all data protection guidelines.

With advanced notice (and barring a court order to the contrary), any parent may have access to his or her child's cumulative file. These records may be reviewed in the presence of a school administrator. If the financial accounts of the student's family are not current, non-finalized records can be released to another school upon request. The financial accounts of the student's family must be current before final permanent records (transcripts, attendance, and behavior) will be released to another school. All requests for financial records must be in writing from the person who signed the Continuous Enrollment contract. For records request links and forms, visit jfca.org/students

ENROLLMENT REPORTING AND CERTIFICATE ENROLLMENT

JFCA will annually report student's enrollment as a private school student to the state of Georgia.

To obtain a driver's license, students will need to provide evidence of school enrollment, which can be provided through:

- Recent report card or transcript
- Current school ID card
- Or a notarized Certificate of Enrollment from school. Email frontdesk@jfca.org to request this form, if needed.

STUDENT WORK PERMITS

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



EXPECTED STUDENT CONDUCT

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

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

Parents, please read and review the Honor Code of Conduct below with your student. All students must adhere to the Honor Code of Conduct while on or off campus, including in-person and online conduct.

If a student fails to follow the Honor Code of Conduct, there will be a loss of privileges and other consequences as a result. Some of these may include a written assignment, loss of field trips, removal of extracurricular sports for a specific period of time, probation, discontinued enrollment loss of ability to reenroll, etc.

Following this Code requires courage, consistency, conviction, diligence, and a genuine enthusiastic effort. This pledge will become part of each student's permanent file.



HONOR CODE OF CONDUCT

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

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

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

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

MAJOR GUIDELINES OF CONDUCT

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

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

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



I. Students are to respect authority

They must obey teachers and all others in authority. Ephesians 6:5-8 “Slaves obey your earthly master with respect and fear with sincerity of heart just as you would obey Christ. Obey them not only to win their favor when their eye is on you, but like slaves of Christ, doing the will of God from your heart. Serve wholeheartedly, as if you were serving the Lord, not men, because you know that the Lord will reward everyone for whatever good he does, whether he is slave or free.”

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

II. Students are to respect others.

Words spoken are to be true and should edify. Actions should help or bless others.

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



III. Students are to respect property.

The building, grounds, equipment, and supplies are provided by the sacrificial giving and tithes. Students are to care for the school's property.

Writing, carving, or any other damage to desks, walls, floors, furniture, bathrooms or property is not permitted. Students may be required to cover the cost of any damage to Johnson Ferry property or Johnson Ferry rented facilities.

Touching or using any musical instrument, sound equipment, or computer is only permitted with prior permission from an authorized adult. The penalty for not complying will be a \$25 fine paid immediately to Johnson Ferry Christian Academy. Moreover, the student will also be responsible for any damage that may occur in such a case.

Dangerous items (including but not limited to knives, guns, needles, fireworks, explosives, matches, razor blades, etc.) are not permitted at Johnson Ferry Christian Academy at any time. Students who bring such items could face expulsion.

Science equipment damaged or broken by a student through misuse will be either repaired or replaced at the parents' expense. Please refer to the Science Laboratory Safety Rules.

All textbooks except for consumables (books students directly write in, such as workbooks) belong to Johnson Ferry Christian Academy. Parents will be required to replace textbooks that have writing, highlighting, or damage. Books must be returned by the last day of school each year.



IV. Students are to practice good moral and health habits.

Johnson Ferry Christian Academy students are not permitted to use, sell, possess, or imply the use of any illegal or harmful substance (alcohol, tobacco, electronic cigarettes or similar devices, drugs, etc.) on the school grounds, at home, or anywhere else, including the use, possession, implied use, of paraphernalia. Any students found with illegal or harmful substances on school grounds will be immediately suspended until the Board can meet to examine the case. In most cases, students who break this guideline will be expelled. Further, students must keep their internet activity, email, and texting activities free of these references.

Students are not permitted to be involved in any immorality. Public displays of affection, such as holding hands, kissing, or other such activities, are not permitted on campus or at school-sponsored events. Students may not be involved in any action or activity, especially of an immoral or illegal nature, on or off campus or through internet social networking and websites, that seriously harms the name of Christ or the school's reputation in the community (such as, but not limited to stealing, vandalism, premarital sex, use, possession, or implied use of alcoholic beverages, illicit non-prescription drugs, over-the-counter drugs, sexual abuse, occult involvement, or physical assault).

Students will not participate in or promote sexual behavior that is not consistent with Christian principles, the JFCA Statement of Faith, or the Honor Code of Conduct. A habitual attitude not in harmony with the goals and spirit of the school will not be tolerated. Any form of harassment toward teachers or fellow students is not permitted at any time. Illegal activity in any form will not be tolerated on or off campus. Involvement in witchcraft, the occult, astrology, etc., is not permitted.

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

GUIDELINES FOR CLASSROOM CONDUCT

- Be in class and seated prior to the start of class.
- When the teacher addresses the class (lecturing, explaining, illustrating, etc.), students should remain quiet and attentive, not talking.
- There is absolutely no talking during tests. Students must raise their hands and wait for the teacher to approach them.
- If a student would like to respond to a teacher's question, the student should raise their hand, wait to be recognized, and then respond. When students are to interact without this procedure the teacher will make the exception clear (e.g., discussions, group participation, etc.).
- Bring all materials to class: pencils, paper, books, assignments, etc.
- Complete all assignments on time. Students will be allowed to turn in assignments late for two school days, with a loss of 10% off their grade per school day. After that, they will be given a zero for the assignment.
- Students are expected to write/print legibly.
- Students are expected to keep their hands, feet, and objects to themselves.
- Students are expected to remain quiet in areas where other people are working.
- When the teacher is temporarily out of the classroom, students are to be quiet and remain seated. A classroom monitor may be assigned.



PERSONAL TECHNOLOGY IN THE CLASSROOM POLICY

Johnson Ferry Christian Academy desires to help educate students to become Godly and discerning users of modern technology. While we understand the importance and benefit of cell phones in everyday life, we have found that they can be detrimental to the educational process if not handled properly. In addition to students being distracted by sending and receiving data (text messages, photos, social media, etc.), cell phones and other electronic devices can be used to gain unauthorized assistance in testing or other school assignments. Thus, in order to maintain an optimal learning environment, JFCA has adopted the following policy for personal technology in the classroom.

Cellphones & Personal Technology Devices (cellphones, headphones, smart watches, etc.)

- **6th-12th Grade students are expected to:**
 - Set their phone to the "do not disturb" setting during school hours.
 - Turn their phone in to the teachers first thing when entering the classroom.
 - Phones may be retrieved by the student at the end of each class. Any student knowingly taking someone else's phone is subject to disciplinary action.
- **K-5th grade students may not bring any phones or devices to campus.**
- Students are prohibited from using or possessing any personal technology during class time.
 - Students may not make phone calls, send text messages, or use social media with their electronic devices during the class period.
 - Listening devices, headphones (AirPods, etc.) of any kind, are not permitted to be used in the classroom by any student at any time, except in Study Hall classes.
 - Smartwatches are not permitted to be worn during class time.

Parents should not expect to communicate with their students through their devices during class time. Parents needing to reach their student during class time should call the front office. If a student needs to communicate with their parent, they should come to the front office to make a call.

Inappropriate possession/use of technology (device) will result in the Teacher collecting the device (phone, watch, computer) and sending it to the office. After the first offense, a student may pick up the device after school. Upon a second offense, the parent will be notified and required to pick up the device after school. A subsequent offense will result in a student-parent-administrator meeting.



LUNCHROOM GUIDELINES

All students are required to eat lunch in the Fellowship Hall.

Teachers walk their class to and from the lunchroom. Students may not leave campus at any time during the day. Students will respect the authority of our lunchroom staff member(s) and follow the general rules listed below:

- Students should enter the lunchroom location with their teacher.
- Students are not allowed to visit Provision Café during the school hours.
- When entering the lunchroom location, students must walk and move quietly.
- Students should talk softly at tables.
- Students should clean up after themselves at lunch.
- Students may not exit the lunchroom area without permission.
- Students are not allowed to order from outside food delivery services (i.e. doordash, Chick-fil-A) at any time during the school day. Parents may drop off forgotten lunches in the office.
- Cellphones are not permitted during Middle School & Elementary School lunch times.

Lunch Visitors:

Please check in at the JFCA front desk to receive a name badge. Once you are finished eating with your student, please check out with Lunch Manager. This will allow easy exit from the Magnolia Room.

Outside Food:

- Parents can bring their child an outside lunch; however, please provide for your student only. Lunch should be delivered to the front desk for the student to pick up there.

Birthday celebrations: (these guidelines are IF you bring your treat to the lunchroom. Please ask your teacher for classroom guidelines.)

***We want to be sensitive to our friends with food allergies, so please provide a nut-free treat to share with your child's classroom. For friends who have additional allergies, we ask that you provide an allergy-free treat so they can participate in the class. Send a message to your class GM to ask about class food allergies.

- Elementary School:

- K-3: provide for your classroom. 4th-5th: provide for the whole grade level.

- Middle School:

- Provide for your child's class group (all girls or all boys).

- High School:

- We don't see 9-12 grade lunchroom celebrations often, but if your student would like to bring a treat, please have them bring it for their lunch table.



DISCIPLINE GUIDELINES

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

If a student acts outside of our Honor Code of Conduct or Guidelines for Classroom Conduct, the student will be privately reprimanded by the teacher. Offenses will be dealt with the student directly and may be brought to the attention of the parents and administration. Depending on the circumstances, the administration may consider either temporary or permanent removal from our program.

Records will be kept of persistent misbehavior that disrupts the classroom. If the classroom experience is being affected by a student's misbehavior, the teacher will inform the administration.

The administration will determine if a situation warrants a temporary suspension. Such decisions will be made in the best interest of maintaining a safe and productive learning environment. The Head of School has sole discretion to determine whether a student's conduct, behavior, or continued enrollment is inconsistent with the school's mission, values, or expectations. If repeated or serious behavioral or disciplinary issues occur, and the administration, parents, or students become aware of ongoing concerns, the Head of School may take immediate action to permanently dismiss the student or disallow future enrollment.

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



SEARCH AND SEIZURE POLICY

A student, their vehicle, and their personal effects (purse, bookbag, cell phone, electronic devices, etc.) may be searched by a school official when the official has reason to believe that the student has violated or is about to violate the law or a school policy and that the search will yield evidence of the violation or possession of an illegal, or against school policy, substance, object, or contraband. The school reserves the right to conduct randomly selected searches of the above. School officials may conduct random and blanket searches of student desks, lockers, and all other school property.

Video cameras are in use in public areas on campus, access to these videos or images is not available to parents or the public.

ACADEMIC INTEGRITY

What are the consequences for failing to maintain academic integrity in a JFCA class? A variety of consequences will be administered if students fail to maintain academic integrity in their course. The following table outlines these consequences, which are cumulative across courses per term.

PLAGIARISM

To plagiarize is to pass off the ideas, words, or work of another as one's own, which is theft or cheating. Plagiarism can be an intentional or unintentional act of misrepresentation of one's work. Plagiarism may take many forms, including but not limited to copying/pasting from another source, claiming the work of another student as one's own, or providing answers to another student. No form of plagiarism is tolerated at JFCA. Students are to do their own work, practice proper citation when referencing ideas that are not their own, and exercise honesty and integrity in all aspects of their work. Plagiarism detection software like Turnitin.com is typically utilized, which indicates percentages of previous bodies of work and even the original URL of the source.

All occurrences of plagiarism will be reported to the Director of Academic Advancement. Incident Reports will be created to track any future events that would indicate a pattern. This method will ensure the preclusion of multiple first-time events for the same individual, whether within the same school year or across their tenure at JFCA.

Generally, any occurrence of plagiarism will result in a zero for the assignment/quiz/test, and parents will be notified. Additionally, any student who assists another student in the act of cheating/plagiarizing should expect to experience the same consequences. Students may be asked to resubmit the plagiarized work to assist in the mastery of content. Additional repercussions could involve removal from a course or program, including dual enrollment, and may result in academic probation, discontinued enrollment, or loss of ability to re-enroll, etc.

ACADEMIC INTEGRITY PROCESS

At the discretion of the JFCA Administration, academic integrity violations not specifically defined here, or those involving multiple assignments or courses, may incur additional and accelerated consequences.

Additional Academic Integrity Considerations:

- JFCA students typically take end-of-term tests in a face-to-face setting with their teacher.
- The performance on the final test should closely match the work on assignments, other quizzes, and tests.
- JFCA teachers may require students to perform additional tasks or assessments in proctored settings to validate learning.

Consequence	1st	2nd	3rd	4th
Parent contacted by the teacher	X	X	X	X
Resubmit work for earned credit	X			
Resubmit work for half earned credit		X		
Automatic zero			X	X
Parent contacted by Administration			X	X
Mandated proctored course submissions				X
Other consequences as determined by the Admin.				X



CONFLICT COMMUNICATION GUIDELINES

At JFCA, we see ourselves as a big Saints Family because we do a lot of “life” together, and have the opportunity to be in close relationships with each other. We desire to promote and preserve family unity in Christ through shared vision and the use of practical tools.

The Saints Way is...

The Saints Way is to love each other humbly, gently, and patiently because Christ loves us. We maintain unity through the bond of peace in Christ. How do we do that?

- We are for each other
 - We see the best in each other, trust one another, and encourage each other.
- We take the first step
 - Look for opportunities to affirm positive qualities, thank others, and value listening over speaking.
 - Go directly to the person when we have questions, concerns, or issues.
- We speak in grace and truth
 - Edify others, speak gently, resist anger, maintain humility, seek and speak truth, and forgive generously.

HOW WE APPROACH HARD CONVERSATIONS

We will follow the steps of conflict resolution through biblical principles based on guidance from scripture (*John 13:34-35, Eph. 4:2-3, Matt. 18, James 3, 1 Peter 3:11, & Heb. 12:14*). Moreover, we require that everyone involved maintain a respectful attitude and a positive expectation of an agreeable outcome.

1. **Self-examination and prayer**
 - Examine your heart and motive.
 - Recall what you know to be good and true about the person.
 - Pray for the right words and attitude.
2. **Meet privately with the person**
 - Make known your desire for resolution and/or reconciliation.
 - Use gentleness and humility as you present your concerns.
 - Seek common ground.
 - Listen.
 - Extend forgiveness and grace.
3. **Invite additional counsel**
 - Reach out to the one most appropriate for the concern.
 - This may be the Upper School Principal, Lower School Principal, Dean of Community Life & Discipleship, or other administrator.



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

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

As we move forward to resolve any disputes, grievances, or concerns that may arise, the goal is always peaceful reconciliation and restoration of the relationship.

Students/Parents to Teachers

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

Teachers to Students/Parents

If a teacher has a concern about your student, the teacher will respectfully address this with the student, if the student is sufficiently mature to understand the matter and follow through appropriately. If the concern is not resolved or if it requires parental attention, the teacher will reach out to parents in writing, usually via email, and copy the administration. These two steps tend to resolve the majority of issues. In the event that further resolution is required, the teacher will ask the administration, in writing, to consider the matter. They will work with the parent, either in writing or in a meeting, to resolve the situation. All decisions made by the JFCA Administration stand and may not be disputed. The teacher and parent may not directly access the Board.

Parents to the Administration

If you have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), please submit your concern in writing to the administration. The Board will decide appropriate procedures to follow regarding any disputes not covered by this guideline. Due to the organization of the Board as a ministry of Johnson Ferry Baptist Church, we cannot allow at any time parents to present their grievances directly to the Board or its individual members.



RELEASE AND HOLD HARMLESS

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

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

By enrolling in JFCA, we acknowledge and agree to abide by the JFCA Parent/Student Handbook. It provides guidelines and summary information about the school's policies and expectations for parents and students. We also understand that it is our responsibility to read, understand, become familiar with, and comply with the guidelines that have been established. We further understand that JFCA and JFBC reserve the right to modify, supplement, rescind, or revise any of these guidelines from time to time, with or without notice, as they deem necessary or appropriate. Our payment of the annual Continuous Enrollment Deposit or enrollment deposit also acts as an acknowledgement of this document, which also indemnifies JFCA in the case of catastrophic events that would be considered force majeure (unforeseen, unavoidable, or unpredictable in nature or otherwise), and will remain in effect indefinitely.

Reconciliation Clause - By enrolling in JFCA, we acknowledge and agree to abide by the JFCA Parent/Student Handbook. As Christians, JFCA and the school families believe that the Bible commands them to make every effort to live at peace and resolve disputes in private or within the Christian church (see Matthew 18:15-20; 1 Corinthians 6:1-8). Therefore, the parties are encouraged that any claim or dispute arising from or related shall be settled by biblically-based mediation and, if necessary, legally binding arbitration. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

Video Taping- Notice of Video Surveillance

As part of our ongoing commitment to campus safety, Johnson Ferry employs more than 50 closed-circuit television (CCTV) cameras strategically placed throughout the campus, both indoors and outdoors. These cameras operate continuously, recording 24 hours a day, seven days a week.

All video footage is securely stored on a protected server for 30 days before being automatically overwritten. CCTV monitoring is limited to public areas where there is no reasonable expectation of individual privacy. Please note that parents are not permitted to access CCTV recordings that include students other than their own, in order to protect the privacy rights of all individuals captured on video.

