

Student-Parent Policy Handbook
2020-2021



The Jackson Academy

Post Office Box 838 • 1954 Coffeeville Road

Jackson, Alabama 36545

Tel: 251.246.5552 • Fax: 251.246.0202

SCHOOL CALENDAR 2020-2021

Teacher In-Service Days	August 6-7
Open House Night	August 6 (6 P.M.)
1 st Semester Begins	August 10 (½ day)
Labor Day Holiday	September 7
In-Service/ AISA Professional Dev. Day	October 5
<i>End of 1st 9 weeks</i>	<i>October 9</i>
<i>Fall Holiday</i>	<i>October 12</i>
Veteran's Day Holiday	November 9
Fall Break / Thanksgiving Holidays	November 23-27
End of 2 nd 9 weeks / 1 st Semester	December 18
	86 School Days
2 nd Semester Begins	January 4
MLK / Lee Holiday	January 18
Presidents Day	February 12 & 15
<i>End of 3rd 9 weeks</i>	<i>March 5</i>
Jr./Sr. Prom	March 19
Spring Break	March 22- 26
Good Friday & Renewal Monday	April 2 & April 5
Last Day for Students	May 21
Graduation	May 21
	90 School days
	Total Days: 176

FOREWORD

Mailing Address:

P.O. Box 838

Jackson, Alabama 36545

Physical Address:

1954 Coffeenville Road

Jackson, Alabama 36545

Phone: 251 / 246-5552

Fax: 251 / 246-0202

School Web Address: www.jaeagles.com

School Mascot: Eagles

School Colors: Red and White

Year Book: "La Aguilita"

NOTICE OF NONDISCRIMINATORY POLICY

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

Jackson Academy Alma Mater

Hail to thee our Alma Mater, Jackson Academy. Love and duty, praise and honor. All we owe to thee. Teachers, classmates, laughter, tears. Sweet memories we'll hold dear, and thy name we'll ever cherish. Keep thy spirit near. Through the years, dear Alma Mater when we reminisce. May our thoughts be those of greatness, those of happiness, Teachers, classmates, laughter, tears. Sweet memories we'll hold dear; And thy name we'll ever cherish. Keep thy spirits near.

Jackson Academy Mission Statement

Jackson Academy's primary focus is to provide a safe and comfortable educational environment using a variety of instructional approaches with meaningful applications, so each unique individual is actively engaged in the learning process that continually strives to challenge and encourage them through academics and extra-curricular programs, preparing them for future opportunities in our community, and instilling in them a motivation for lifelong learning and success.

Administration

A Board of Directors duly elected, from the membership, for a three-year term, governs Jackson Academy. The Board decides the academic policies and standards, administrative policies, supervises the building of additional facilities, maintains existing property and buildings, determines effective methods of raising funds and works closely with the headmaster and faculty to ensure that each student is given the opportunity to excel academically.

The Board of Directors meets on a monthly basis, or as often as needed. The headmaster actively participates in meetings of the Board and presents matters of interest for consideration and discussion. Board meetings are not open to the general membership, but parents are welcome to contact the school administration about particular points of interest or concerns that they may have. The school administration will pass along the points of concern to the board members. The Board encourages parents' interest and active support through committees of involvement, and believes all members should share in the continued progress of Jackson Academy.

Board of Directors

Jamie Harrell- Chairman	Walt Richardson	Ethan Parden
Barney Lowery	Gene Harrell	Abby Jones
Tonya Faith	Brad Garris	Caroline Bedwell
Harvey Martin	Dwain Roberts	Chelsea Harvey
Paul H. Parham II - Member Emeritus and AISA Hall of Fame Class of 2013 Honoree		

The Headmaster is selected by the Board of Directors and is responsible for the overall operation of the school in accordance with the Board policy and in cooperation with the various board committees.

The Headmaster recommends to the Board of Directors the hiring of the faculty and staff. The elementary teachers must have a college degree and a valid teaching certificate and junior high and high school teachers must have a college degree with the requisite number of hours of coursework to teach in their respective instructional areas. A valid teaching certificate is encouraged, but is not required by the AISA or accrediting agency. Teachers are also expected to sponsor and/or assist with the sponsorship of various student groups and organizations. All teachers and staff members are directly responsible to the Order of Authority.

Admissions Policies

- Students enrolling at Jackson Academy and their parent(s) agree to abide by the policies and educational philosophy practiced at Jackson Academy.
- Parents must submit properly completed application forms as provided by the Board of Directors, along with enrollment fees.
- Daycare applicants must be toilet trained.
- Pre-K4 applicants must be 4 years of age on or before September 1.
- Kindergarten (K5) applicants must be 5 years of age on or before October 1.
- First Grade applicants must be 6 years of age on or before October 1.
- Students applying for first through twelfth grade are either accepted or denied based on the following: evaluation of the student's academic and discipline records from the previous school, standardized test scores, and the understanding and acceptance of the policies and regulations. All new students are accepted on a trial basis for a period of one full semester. They may be asked to leave during this time for any violation of school policies. Students in grades 7-12 may be subject to a drug screen prior to being admitted at the expense of the parent/guardian.

Financial Obligations

- Jackson Academy has only one regular source of income, which is tuition.
- Tuition must be paid on time each month so that monthly financial obligations of the school can be met.
- Tuition payments each year start in June and continue through the following May.
- Tuition payments are due on the first day of each month and considered late or delinquent after the fifteenth of each month.
- Other fees such as book fees, computer fees, utility fees; athletic fees, etc. are due at the beginning of the school year.
- The enrollment fees and enrollment contract are due at the time of registration and by a spring date set by the board of directors each year for next year's enrollment.
- A credit card / debit card system has been put in place for those who wish to use this service and for past due accounts.

MINIMUM ADMISSION REQUIREMENTS INCLUDE BUT ARE NOT LIMITED TO:

1. Receiving in school office of official (signed) transcript from last school attended.
2. Complete application accompanied by enrollment fee (and tuition as determined).
3. Personal conference with Headmaster and/or her designee.
4. Copy of Birth Certificate (original must be provided as soon as possible).
5. Original Immunization Certificate (a.k.a “Blue Card”).
6. All ACT, SAT, OLSAT, and any graduation exam records- all test scores.(should be on file at last school attended)
7. Letter from Principal/Headmaster of last school attended stating that the student is in good standing and can continue in school.
8. No past or current police or law enforcement problems whether a juvenile case or otherwise (exception: traffic tickets)
9. No suspensions from school in past record.
10. Good discipline record at last school attended certified by Principal/Headmaster by official letter or document.
11. All records or IEP’s pertaining to any testing and/or evaluations related to Special Education, Exceptional Child Services, Gifted Education, ADD, ADHA or any related areas of exceptionality.
12. Any other requirement deemed appropriate on a case-by-case basis as determined by the Headmaster and/or Board of Directors.
13. Readiness test to be administered to 1st grade students prior to acceptance.
14. Grandfathered students completing Jackson Academy’s 5-year old kindergarten upon recommendation of teacher without further testing.
15. All other transfer students will meet at least **one** of the following readiness criteria:
 - a. S.A.I. record of 90; or
 - b. minimum of 50 on the composite area of the scholastic achievement test, “SAT” (given by public and AISA schools); or
 - c. minimum score of 45 in 2 of 3 areas on the SAT: total math, total reading, or total listening.
16. A senior transferring into Jackson Academy must be a viable candidate for graduation from the school he/she is leaving.
17. All records, charts, medical information, and evaluations must be in hand prior to entry into classes or participation in school activities.
18. Students expelled or suspended from other schools will not be accepted at Jackson Academy, nor will students with a history of school or social discipline problems. Any variance from this policy will be at the discretion of the Board of Directors upon recommendation to accept the student made by the Headmaster, which shall be for extraordinary circumstances only.
19. In the event a student’s parent/guardian/sponsor withdraws financial sponsorship of a student, said student will be required to obtain new financial sponsorship or the student will be dismissed from Jackson Academy.

FINANCIAL TERMS OF ACCEPTANCE FOR ENROLLMENT:

1. All fees and tuition paid are Non-Refundable if the student is withdrawn.
2. Tuition and Fee Accounts shall not be allowed to fall into delinquency. If the financial sponsor/parent has difficulty in making timely payment, he/she must speak with the bookkeeper to make arrangements for payment satisfactory to the school.
3. A RETURNED CHECK FEE OF \$30.00 (school:\$25.00 handling; bank charges school \$5.00), set by the Board of Directors, will be charged to any account for check, debit or bank draft that is returned to Jackson Academy for insufficient funds. After the second (2nd) returned check, debit, or bank draft for insufficient funds has been received, all payments thereafter to Jackson Academy must be made only by Money Order, Cashier’s Check, Cash or Credit Card. This will be strictly adhered to.
4. No report card or transcript will be furnished to any student or another school until the student’s parent(s) has/have satisfied all financial obligations owed to Jackson Academy.

5. No Senior who owes any financial obligation to Jackson Academy may participate in Commencement or receive a diploma until all financial obligations have been satisfied.

JACKSON ACADEMY'S CURRICULUM:

Jackson Academy is a non-profit 501(c)(3), organization that provides educational services for 250-300, K-12 students in Southwest Alabama. Jackson Academy strives to enrich students in developing positive self-concepts about the world and their own individual experiences in life while providing academic experiences that will enable them to meet or exceed national, state and local standards in core academic subjects. The curriculum is based on national, Alabama State Department of Education, and local criteria for academic requirements and standards for improvement in school-to-career preparation. At the same time, Jackson Academy attempts to promote a wholesome and moral environment so that our students will be able to reach their potential in all areas of academic and personal life challenges. Jackson Academy seeks to fulfill the academic needs of all our children realizing that not all can learn best through traditional instruction. Because it is our priority to nourish children fully, we seek to aid them in learning by using many learning styles. We wish to offer our students a variety of learning experiences with diversified activities that can enhance the traditional teaching methods. This concept prepares the youth of our school for work and life while concentrating on character education and providing for individual academic needs. .

JACKSON ACADEMY SCHOOL OBJECTIVES AND GOALS:

The Jackson Academy Board of Directors believes that the primary function of the school is to promote the understanding, maintenance, and improvements of the American way of life. The curriculum at Jackson Academy shall promote the development of democratic values and shall be based on a program of instruction in academic and physical education subjects and instruction in fine arts, health, vocational skills, citizenship, moral and spiritual values, and cultural development.

The responsibility for providing a program of education is placed on the Board of Directors. In fulfilling this responsibility, the board recognizes the following objectives, goals and guiding principles:

- Individuals differ in their mental abilities, physical stamina, application, background of learning, and other factors, which determine progress in the school program.
- Provision of an adequate educational opportunity for each individual requires a comprehensive program of subjects and activities in which the individual is placed.
- Counseling and guidance services are essential to pupil placement, scheduling of courses and activities, and evaluation of programs.
- An educational opportunity must be provided for each individual who is eligible for enrollment in the school system.
- Individuals should be placed in programs of instruction and activities by guidance and counseling procedures, which include conferences among pupils, parents, and teachers.
- Instruction in all subjects and activities of the school program should include the teaching and values of citizenship, health awareness, communication, discipline and moral, spiritual, and cultural development all these principals should contribute to the understanding of the maintenance and improvement of the American way of life, and preparation for success in the 21st Century.
- Individuals in classrooms and in activities have the right to learn. Competent teachers, equipment, and instructional materials and methods shall be provided for this purpose. The pupils shall be protected from interruptions and from unreasonable conduct of fellow pupils.
- Each pupil is identified as an individual and is offered counseling assistance in the school program if necessary. Each pupil has a right to assist with academic programs in relation to his own ability, stamina, willingness to work, and vocational preference.
- Clubs, athletics, and all other school-sponsored activities are considered supplementary and secondary to the academic program.

- The pupil's right to learn is protected. A pupil should not be permitted to waste his/her time in school; therefore, reasonable standards of application and behavior are expected. No pupil is permitted to infringe in any way on the rights of his classmates to learn.
- The school will pledge to the AISA to uphold all standards and accept the responsibility to continuously improve the total school atmosphere and school program.

ACADEMICS

- Jackson Academy has small classes, which promotes optimum individual learning.
- Students must meet the following criteria once they enter 9th grade in order to receive an Alabama High School Diploma:

CREDIT REQUIREMENTS FOR GRADUATION

	STANDARD	ADVANCED	DIPLOMA
SUBJECT			
English (must include American and English literature)	4	4(must include research & writing)	
Mathematics (must include Algebra I, geometry, and Algebra II)	4	4 (must include Alg. II & Trig. / pre-calculus)	
History (must include American History & government)	4	4	
Science (must include a laboratory- based Biological science and a physical science)	4	4 (must include two other advanced electives)	
Physical Education (includes .5 unit Lifetime Sports)	1	1	
Health Education	.5	.5	
Fine Arts	.5	.5	
Computer Applications.	.5	.5	
Service - School & Community	--	.5 (75 hrs. documented on file)	
<u>*Electives</u>	<u>5.5</u>	<u>6</u>	
Total	24	25	

Electives may include but vary from year to year: Examples are: ACT Prep, Bible, STEM, Foreign languages, Journalism (School Newspaper / Yearbook) , Athletics and Physical Education, Creative Writing, Law, Finance, Driver's Education, Computer Science, Robotics, Career Prep, Psychology, Chorus, Drama/Theatre, Art, Life Management, and courses from Career and Technical Education.

GRADING SYSTEM

Numerical grades are used in grades 7 through 12.

A=90-100 B=80-89 C=70-79 D=60-69 F=Below 60 I-Incomplete

Any grade below 60 shall be designated as an **F**. Courses that are failed in grades 9-12 must be repeated. Each semester grade stands alone and cannot be averaged with the other semester to achieve a passing grade (AISA rules).

Incomplete—If a student receives an incomplete for a grade, he/she will have one week to clear up the grade. If the incomplete is due to an extended illness, the Headmaster may give more time.

DUAL ENROLLMENT POLICY

Jackson Academy adopted a dual enrollment / dual credit policy on June 17, 2004. The purpose of this policy is to provide an opportunity for students to enhance their high school experience while further preparing for college. It is not meant to allow students to circumvent attendance or instruction at Jackson Academy. This policy follows the AISA recommendations and will be administered as follows:

Dual Enrollment (with credit earned in high school and college) will be offered to 10th, 11th and 12th grade students and acceptable only under the following conditions:

- Dual enrollment is limited to tenth, eleventh and twelfth grade students (tenth grade students who have met the requirements for the eleventh grade may take college courses in the summer preceding the eleventh grade if approved by the headmaster).
- A student may earn no more than two units per year in courses in which he/she has dual enrollment. One 3 hr. college course is equal to one full credit at the high school level.
- High school students must attend Jackson Academy for six hours of instruction daily, whether or not they participate in off-campus courses.
- Written approval from the administration (or his/her designee) of Jackson Academy for dual enrollment for each specific course must be placed in the student's cumulative folder at the school prior to enrollment in any course at the college. A copy of this written approval must also be filed in the AISA office.
- The student must meet the criteria for enrollment at the post-secondary institution.

WORK – STUDY POLICY

Jackson Academy adopted a work-study policy on June 17, 2004.

The purpose of this policy is to provide an opportunity for students to enhance their high school experience while further preparing for work related jobs and employment. It is not meant to allow students to circumvent attendance or instruction at Jackson Academy. This policy follows the AISA recommendations and will be administered as follows:

Work-Study enrollment will be offered during the regular school year only, and the following minimum requirements must be met:

- For each ½ unit of credit awarded, a minimum of 180 clock hours of on-the-job activity must be documented.
- The maximum number of elective credits that can be earned through this option is two (2). Only one credit can be earned per year during the eleventh and twelfth grades.
- The employer must set appropriate limits for compensation for the student worker.
- Acceptable potential job assignments must be in proximity to the school so that the school designee can provide regular supervision of the student and interaction with the employer.

- Credits for work-study may be earned only during the regular school year of the eleventh and twelfth grades. (Note: One credit may be earned each year).
- A work-study student must be enrolled in at least five (5) regular core curriculum courses each day. The work-study student will only be allowed to leave school at the beginning of the 6th period each day.
- The school designee (counselor) and the student's employer will function as a mentoring and evaluating team. The employer will provide input to the staff member concerning the grade to be given to the work study student.
- The school will not provide transportation for the work-study student, and Jackson Academy will not be liable for any accident that may occur from Jackson Academy to the place of employment of the student. Parents must sign a waiver before student will be approved for work-study.
- The relationship involving the school, the student, and the employer ends at the end of the school day (3:00 P.M.). However, the student's workday may extend after school hours.
- Written approval from the administrator for work-study credit to be awarded must be placed in the student's cumulative folder at the school prior to the beginning of the work-study experience. A copy of this written approval must also be filed in the AISA office.

STUDENT CLASSIFICATION

A student in grades 7-8 will be classified according to whether he or she passed or failed the prescribed work on a yearly average. A student who fails a subject may not enter into a new grade until he has satisfactorily completed the prescribed work. It may be possible to do this in summer school, with special tutoring, or it may be necessary to repeat the class or grade depending on the severity of the problem.

If an elementary student (grades 1-6) who fails reading or mathematics and any two of the listed subjects (English, spelling, social studies, or science) the grade is to be repeated.

Students in grades 9-12 will be classified according to the number of credits they have earned. Since it is necessary to earn twenty-four (24) credits for graduation, the following homeroom classification will be used:

- Freshmen must earn six (6) credits before being classified as a sophomore.
- Sophomores must earn twelve (12) credits before being classified as a junior.
- Juniors must earn eighteen (18) credits before being classified as a senior.
- Seniors must earn twenty-four (24) credits before graduation.

EXEMPTIONS FOR SEMESTER EXAMS

- Exemptions from exams are being offered for students in grades 7 through 12 as an incentive to simulate hard work, good study habits, good classroom conduct, and regular attendance.
- **All** student grades 7-12 must take first semester exams.
- Students in grades 7-11 with a semester average of 90 or better may be exempt from taking second semester exams in that particular subject.
- Seniors with a 70 or higher semester average and without excessive absences or discipline referrals may be exempt second semester.
- Exams should be comprehensive and will be given in a two-hour testing period.
- No student will have more than two exams each day.
- Semester exams will count 20 percent (1/5) of the final semester average.
- **EXAM SCHEDULE will be announced prior to exam week.**
- Students who are exempt from finals do not have to come to school until they have the next final. Students must check in through the office.

PARENT NOTIFICATION OF ACADEMIC PROBLEMS

Learning is the ultimate goal of Jackson Academy.

We send out regular progress reports to our parents so they may be constantly aware of what is taking place.

We will attempt to accomplish this in the following manner:

- Daily work that is done in class will be sent home for your observation in grades K-6.
- Each student in the elementary school will be given a folder to take home each week, which will contain most of that week's work.
- The grading periods will consist of four nine-week grading periods for the school year.
- At the midway point of the nine weeks grading period, parents will be notified of their child's mid-term grade. Parents are also encouraged to view grades on the STI website on a weekly basis.
- Teachers remain on campus until 3:00 p.m. every day except Friday unless there is a parent conference or agreeing to provide extra help to students.
- Teachers may request a conference with parents to help work out any difficulties a student may be having. If parents want a conference with a teacher, please notify the teacher at least one day in advance.
- Report cards shall be sent home for each student at the end of each nine weeks-grading period. Each nine weeks report shall indicate the student's progress for one half (1/2) of the semester grading period. The student's progress for that semester shall be determined by averaging the two nine weeks grades and the semester exam if applicable.
- At the end of the school year, the report card will give a summary of the year's work and state whether or not the student has made sufficient progress to attempt the next level of work. Recommendations will be made for those students who may not have made sufficient progress.

HONOR ROLLS

Scholarship is recognized, encouraged and rewarded through an academic honor roll. Jackson Academy recognizes two types of honor rolls:

- The "A" Honor Roll for students with all A's (must have Satisfactory in Conduct)
- The "A-B" Honor Roll for students with A's and B's or all B's (must have Satisfactory in Conduct)

MR. AND MISS JACKSON ACADEMY

Mr. and Miss Jackson Academy shall be selected as follows:

- Candidate students must have been a student at Jackson Academy their entire 9th through 12th grade years.
- Candidate students must have at minimum an overall B average.
- Candidate students must not be married or have been married previously.
- Faculty and staff screen and vote for five (5) boys and five (5) girls as finalists to be submitted to the student body (grades 9-12) for a final vote.
- The boy and girl candidate students receiving the highest number of votes will be Mr. and Miss Jackson Academy.
- There will be boy and girl runners-up for every ten students in the senior class.

SENIOR VALEDICTORIAN AND SALUTATORIAN

The Valedictorian and Salutatorian shall be determined as follows:

- A student must be enrolled at Jackson Academy during their entire 9th through 12th grade years.
- Numerical average of required academic textbook courses in grades 9-12 shall be calculated. Academic courses shall be designated as those courses that require the use of a textbook or on-line resources for the entire school year. The final class rank will be made at the end of the first semester of the students' senior year.
- Any student being considered for Valedictorian (highest average), and Salutatorian (2nd highest average), must be eligible for an advanced diploma.

GRADUATION

- No student will receive a diploma from Jackson Academy until all debts are cleared, textbooks turned in and athletic equipment accounted for.
- No cap and gowns will be issued and students will not be allowed to participate in memory night, baccalaureate nor graduation unless their records are clear and;
- all debts due are paid in full on or before dates as established by the Headmaster or Board of Directors.

6th GRADE VALEDICTORIAN AND SALUTATORIAN

The Valedictorian and Salutatorian shall be determined as follows:

- The student must be enrolled at Jackson Academy during their entire 4th through 6th grade years.
- Numerical averages of academic courses from grades 4th through 6th, through the 3rd nine weeks grading period shall be used.

WILL HAYDEN RUSSELL MEMORIAL AWARD

- A sixth grade student (boy or girl) will be selected for this award each year based on the following criteria:
- From a list of all sixth grade students; fourth, fifth, sixth grade teachers; librarian, and elementary P.E. teachers are to select one student.
- Teachers/staff will base their selection on the following attributes:
 - Student demonstrates Christian morals and values
 - Student is friendly and outgoing
 - Student demonstrates school spirit. In the event of a tie, the student with the highest grade point average should be chosen by the sixth grade teacher. Only grades from the sixth grade shall be considered.

ACADEMIC AWARDS AND HONORS

The academic awards for highest yearly average for each subject in the elementary and high school will be awarded at Awards Day in May of each year. These awards are determined by that year's highest academic average in the subject area averaged through the 3rd nine-week grading period. In case of a tie both students will receive award(s).

STUDENT CLUBS AND ORGANIZATIONS

Student clubs, organizations, and athletics are established to promote honor, pride, loyalty, scholastics, leadership, cooperation, and sportsmanship among the student population. Each club, organization, or athletic team sponsor may, with the consent and approval of the headmaster, establish academic and moral standards that exceed the school requirements.

ACADEMIC POLICIES/PROGRAMS AND AISA REQUIREMENTS

AISA REQUIREMENTS FOR ATHLETIC ELIGIBILITY

- Bona Fide Student
- To qualify as a bona fide student of an AISA member school, an individual must be enrolled and in attendance for two full school days.
- To maintain the status, an individual must remain enrolled, sustain regular attendance, and be assigned a typical class schedule, which will allow normal progression toward graduation. In order to compete the day before the official opening day of school, that student must meet the bona fide student criteria of that school on opening day.
- Any member school in interscholastic competition, which allows the participation of an athlete prior to the official opening day who does not qualify as a bona fide student on the official opening day of school, will forfeit to their opponents any and all games played by the member school while that student was a participant. That school will also be subject to further disciplinary action by the ASIA.
- Age Restrictions
- A student is eligible for Termite competition the entire year if his/her 11th birthday falls on or after August 1, and he/she is enrolled in the 4th grade or below.
- A student is eligible for Pee Wee competition the entire year if his/her 13th birthday falls on or after August 1, and he/she is enrolled in the 6th grade or below.

- A student is eligible for Junior High competition the entire year if his/her 16th birthday falls on or after August 1, and he/she is enrolled in the 9th grade or below.
- Student athletes, who will be 19 years of age prior to August 1, will be ineligible for AISA interscholastic athletics.
- Academic Requirements
All AISA student-athletes must meet the following grade requirements:
 - Seventh grade students must have passed the sixth grade and have been promoted to the seventh grade.
 - Eighth grade students must have passed the seventh grade and have been promoted to the eighth grade.
 - Ninth grade students must have passed the eighth grade and have been promoted to the ninth grade.
 - Seventh and eighth grade students must pass five subjects the first semester in order to be eligible for the second semester.
 - Tenth through twelfth grade students must have passed six new Carnegie units in the previous academic year in order to be eligible for the first semester. NOTE: A minimum of four core curriculum credits (English, math, science, and social studies) must be included in this requirement. Ninth through twelfth grade students may earn and/or retain second semester eligibility by passing 2.5 new Carnegie units during the first semester of the current year. A minimum of one core curricular credit must be included in this requirement. Core curricular subjects include: English, history, math and science.
- A student-athlete repeating any grade will be ineligible regardless of the reason for repeating.

CONFERENCES

- The Headmaster, Faculty, and Staff welcome and encourage the opportunity to meet with students and their parents to discuss problems or concerns.
- For everyone's convenience, please make an appointment for your conferences through the office or by written correspondence, phone, or e-mail.
- The instructor is in charge of his or her classroom as long as he or she is following school policy. In most cases, contacting the instructor with any questions parents might have concerning their child's classes can save a great deal of time.
- Before contacting the Headmaster about any complaints, please speak with the individual teacher. If a satisfactory explanation is not given, then it is the time to contact the Headmaster.
- If a parent is still not satisfied with the appropriate action, then he is free to meet with the Board of Directors at the next regularly scheduled meeting.

DROPPING/ADDING CLASSES – CHANGE IN SCHEDULE

- There are only two times a student will be allowed to drop a class or change his/her schedule:
 - During the first two weeks of school
 - After the first semester
- Parental permission, as well as teacher permission, must be granted before any schedule changes are made.
- Any lab fees paid will be forfeited, and students must pay any fees for the classes they are changing to.
- The only exception to this rule is if the student is removed from a class by the administration.

SUMMER SCHOOL

- Students who have failed academic subjects for one or both semesters will need to make this work up in an approved summer school program.
- Summer school requirements will be the same as those set forth by the AISA and the Alabama State Department of Education. Therefore, any student wishing to take a course for credit in summer school must meet the required hours in the subjects taken.
- Only two credits may be earned in summer school.
- Students wishing to enroll in an approved summer school program and/or approved correspondence course must have special permission from the Headmaster and the school they wish to attend.

TRANSCRIPTS OF SCHOOL RECORDS

- The school will furnish a transcript of the students' records upon written request by the parent(s) or legal guardian. Before the records are released, it is necessary that all items, which have been checked out be returned in satisfactory condition.
- All financial obligations must be paid in full before releasing the school records.

GUIDANCE AND COUNSELING

The guidance counselor will perform the following duties:

- Maintain school records and student transcripts
- Maintain a library of current college catalogs and materials.
- Conduct all achievement tests and keep records
- Aid in college entrance through counseling and testing
- Send student information to appropriate institutions upon request.
- Be available for personal and academic counseling.
- Inform the students of scholastic and financial opportunities as they become available.

PHYSICAL EDUCATION PROGRAM

Elementary students will participate in a structured and organized P.E. class each day. High school students (grades 7-9) are required under AISA rules to have a minimum of one unit of P.E. toward a diploma. The Alabama State Department of Education requires that prior to graduation, students earn ½ unit credit in "Lifetime Sports."

TESTING PROGRAMS

Certain grades will be tested during the school year following AISA recommended guidelines.

CLASS ASSIGNMENTS / HOMEWORK / MAKE-UP TESTS

Homework is assigned at the discretion of each teacher. These assignments are designed to strengthen the material presented in class during the day or to familiarize the student with materials that will be presented to the class the following day. Completion of these assignments is required for the students to be sufficiently prepared for the following day as well as for him or her to have the best opportunity for successful completion of the course.

MISSED ASSIGNMENTS AND MAKE-UP WORK

- Students are responsible for making up all work missed when absent.
- A note from a parent does not constitute an excuse for a student to miss a test or fail to turn in work that has been assigned ahead of time.
- **A student has a maximum of one week to make up any daily work and tests missed due to an excused absence.**
- Teachers may use the 7th period during the day to allow students to make up tests. The individual teachers will notify the student as to this arrangement, but the student is responsible for any tests or work missed due to an excused absence and the student must contact the teacher to make arrangements for such.
- Any student missing the assigned make-up day will receive a zero on that work, unless the student provides a written excuse to the office that is approved by the Headmaster.
- **Students who are absent from class due to athletic or other extracurricular student activities are responsible for keeping up with the class on a day-to-day basis and are subject to the same rules that apply to make up tests and other assignments.**
- If a student has arranged with the office and the individual teachers for a prearranged absence, the student will have one week to make up any missed work. A prearranged absence must be made before the day that the student is going to be absent to give the teacher a chance to make the proper arrangements and assignments.
- If you have a prearranged absence, please make sure you complete your assignments. If you are going to be absent for more than one day, you should try to make arrangements for your assignments to be sent home.

FUNDRAISING

Any club, class or other organization wishing to sponsor a fundraising project must obtain approval from the Headmaster and the Board of Directors.

CONDUCT AND DISCIPLINE

- In order to provide the best possible educational opportunities and experiences, all students are expected to be considerate of others and to conduct themselves responsibly at all times.
- Students in leadership positions are most especially expected to display exemplary character and behavior as implemented by the administration and the Board.
- Students at off-campus events sponsored by the school shall be governed by school system rules and regulations.
- Students in uniforms with school insignia should always behave in a manner, which casts no disparaging reflection upon the school.

CORPORAL PUNISHMENT

1. Physical punishment may be administered after other control measures have not proven effective.
2. The Headmaster may delegate to a teacher the authority to administer corporal punishment.
3. Corporal punishment shall be administered only in the presence of the Headmaster or another teacher.
4. Parent permission must be obtained before a student can be paddled.
5. A maximum of three (3) licks may be administered for an offense. The paddle must not exceed twenty-eight (28) inches including the handle.

DETENTION

A student assigned to detention must report to the designated area on the date of detention promptly at the specified time. Detention may be assigned before, during, or after normal school hours. Failure to comply will result in one additional day of detention. Additional failure to comply may result in disciplinary action such as suspension. The student is expected to study or work during the hour under the supervision of a faculty member.

IN-SCHOOL SUSPENSION

In-school suspension requires the student to remain in an assigned location and to engage in continuous study or schoolwork projects as designated by the Headmaster. Breaks are at the discretion of the Headmaster. The student will receive no higher than a 70 for assignments missed in the classroom for work completed during in-school suspension. The student may complete assigned test(s) for credit. The student may return to the classroom after a parent meets with the Headmaster.

AT-HOME SUSPENSION

The student is required to remain at home under the supervision of the parents or guardians. Suspended students **are not allowed** to make up missed class work or test(s) for grades. A grade of "0" will be given for any missed assignments including tests while the student is suspended.

EXPULSION

A student who is expelled from Jackson Academy will not be allowed to return to the school until completion of one (1) FULL YEAR at another school system at which time the parent/guardian may reapply for membership and enrollment for the student. Final decision on Reinstatement rests with the Board of Trustees.

DISCIPLINE

Each classroom teacher is encouraged to maintain a high level of discipline in their classroom and handle minor disciplinary problems.

Classroom teachers will discuss classroom expectations and rules with their students at the beginning of the school year. Clarification and reinforcement of those expectations and rules will occur from time to time throughout the year.

Individual teachers are to have written disciplinary policies and consequences for their students. Only when action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the Administration. A written disciplinary referral must be written by the teacher and given to the Administration.

Violations of the code of conduct are grouped into three classes:

Class I – Minor Offenses

Class II – Intermediate Offenses

Class III – Major Offenses

Before determining the classification of a violation, the Administration will speak to the teacher(s), listen the student's explanation and consult further with any witness(s) if necessary.

Disciplinary action taken will be determined by the class of the offense, by whether the student is an elementary or secondary student, by the number of violations previously committed, the severity of those and the present violation, and by any other factors deemed by the administrator to be pertinent and at their discretion. **Class I – Minor Offenses**

- 1.1 Excessive distraction of other students
- 1.2 Excessive tardiness to class
- 1.3 Non-conformity to dress code
- 1.4 Food or drink in unauthorized areas
- 1.5 Open container drinks brought from home or fast food businesses in unauthorized areas
- 1.6 Chewing gum or candy in mouth
- 1.7 Minor disruption at any school-sponsored event during or after school hours
- 1.8 Failure to come to class with materials required or otherwise unprepared for classwork
- 1.9 Failure to return any signed document requiring a parent/guardian signature within a specified time
- 1.10 Continued neglect in or refusal to complete class assignments
- 1.11 Littering on school property or otherwise negligence creating a problem for another to clean up
- 1.12 Any other violation that the Administration may deem appropriate under the circumstances at the time

Class I offenses may result in the following disciplinary actions:

detention (recess, PE, break, or before-/after-school), parent notification or conference, completion of extra academic work assignments,, corporal punishment after consultation with parent and with their permission, or inschool suspension (ISS) for repeated violations.

Class II – Intermediate Offenses

- 2.1 Behavior disruptive to the instructional and learning process of others
- 2.2 Disrespectful behavior to a member of the faculty, staff, substitute, volunteer, or any other adult
- 2.3 Skipping class or leaving school without using proper checkout procedures
- 2.4 Using profanity or obscene gestures to any other person
- 2.5 Damaging school property whether by neglect, carelessness or intentional
- 2.6 Harassing or bullying others
- 2.7 Forgery of any kind, including that of a parent signature

- 2.8 Cheating or plagiarism (classwork, homework, tests, projects), or helping another to cheat by providing him/her with your own work or correct answers
- 2.9 Inappropriate public display of affection
- 2.10 Unauthorized use of cell phones
- 2.11 Gambling
- 2.12 Any other violation that the Administration may deem appropriate to fall within this category

Class II offenses may result in the following disciplinary actions:

Parental notification or conference, detention (before or after-school) , corporal punishment after consultation with parent and with their permission, or in-school suspension (ISS) for repeated violations, or suspension from school for a number of days at discretion of the administrator.

Class III – Major Offenses

- 3.1 Fighting or any other unwanted touching which is violent in nature
- 3.2 Vandalism or theft of property (others' personal property or school's property)
- 3.3 Possession and/or use of tobacco or vaping products, alcoholic beverages, or any other illicit substance
- 3.4 The unauthorized use, possession, distribution, or misuse of any illegal drugs or legal medications (prescription or over-the-counter), or of drug paraphernalia, or any other violation of school drug policy or Alabama law
- 3.5 Possession of dangerous weapons or devices
- 3.6 Any sexual acts or written/verbal proposition to others engage in sexual acts
- 3.7 Intimidation, threats of violence or extortion made to other students or to any school employee, substitute, volunteer or other adult
- 3.8 Possession, distribution, or use of pornographic material, through printed or electronic means (on computer, electronic device or cell phone)
- 3.9 Multiple previous violations or continued defiant actions
- 3.10 Any other violations that the Administration may deem appropriate to include in this category

Class III offenses shall result in the following disciplinary actions:

Immediate notification to parents and suspension and/or expulsion/dismissal from school, and possible report to law enforcement as may be required of school employees under Alabama law.

CARE OF SCHOOL PROPERTY

This is your school. Your parents have paid, and are continuing to pay a considerable amount of money for you to go to school here. Stop and think when you have an urge to destroy, damage, or deface school property. If you are responsible for damaging any school property, you will be expected to repair or replace it and face disciplinary action.

PREGNANCY

- Pregnant students will be allowed to continue to attend school throughout the pregnancy and are subject to the same dress code as the other students.
- Pregnant students will be ineligible for any honors other than academic, and may not participate in any sports activities due to medical issues and safety concerns.
- Pregnant students or students post-pregnancy are not eligible to be a representative of the school in the following: Mr./Miss JA, Homecoming Queen/Court, Miss Eagle Pride or other pageants, or Prom King/Queen. The student may continue participating in clubs and organizations, but may not hold an official position (Beta Club, SGA, FCA, etc.) If the student had held an official position, it must be forfeited.
- Student remains eligible for all academic honors and related scholarship opportunities.

- Male students who attend Jackson Academy and are proven or admit to being responsible for impregnation of any female, whether she is a JA student or not, are subject to the same restrictions and ineligibility for activities as any female student. Each individual case will be subject to board review and recommendation.
- After the birth of the child, the female student will be allowed to return to school upon written approval of her physician, and upon written approval of the same by her physician, eligibility for athletics participation shall be restored.

DISMISSAL FROM JACKSON ACADEMY

A student may be dismissed from Jackson Academy for the following:

- Violation of school rules
- Conduct unbecoming the goals and purposes of Jackson Academy
- Failure of his/her parents or guardians to satisfactorily discharge all financial obligations/debts to Jackson Academy

Any student suspended for the third time in a given school year may be expelled for the remainder of the school year. This is subject to the discretion of the Headmaster and School Board.

CONDUCT GRADES

Each teacher for each class may assign conduct grades. They are as follows:

S = Satisfactory N = Needs Improvement

If a student is referred to the office for behavior reasons he/she will receive a conduct grade of N.

SCHOOL ATTENDANCE REQUIRED

Children between the ages of seven and 17 years are required to attend a public school, private school, church school, or be instructed by a competent private tutor for the entire length of the school term in every scholastic year except that, prior to attaining his or her 16th birthday, every child attending a church school as defined by the *Code of Alabama (1975), §16-28-1* is exempt from this requirement, provided such child has met the requirements as specified for enrollment and reporting. *Authority: Code of Alabama (1975) §16-28-3*

- Students are expected to attend **all classes** each day.
- In addition, the student must bring a written explanation/excuse, signed by a parent or guardian upon returning to school. The written explanation must be taken to the office in order to receive an admit slip to class.
- If a student does not bring a written excuse explaining his absence on the following day, he will be given a one day grace period with a temporary, unexcused admit slip.
- If the note is brought and the explanation is sufficient, the unexcused absence will be changed to excused.
- If a note is not brought on the second day, the unexcused absence will stand regardless of the reason.
- **A telephone call from the parents does not take the place of the written excuse. We must have a note on file in the office. .**
- In absence of extraordinary circumstances (hospitalization or doctor's orders), documentation must be on file in the office in order for credit to be awarded.
- By state law, excessive absences will be reported to the local authorities (truancy officer, etc) who will contact the parents of the student to investigate.

EXCUSED ABSENCES

1. Student's illness or family illness temporarily requiring student's aid.
2. Death in the family.
3. Inclement weather which would be dangerous to the life and health of the child as determined by the principal.
4. Legal quarantine.
5. Emergency conditions as determined by the Headmaster

6. Advance parental request which constitute extraordinary circumstances and is approved by the Headmaster in writing. If approved, the Headmaster will then inform the teachers concerning such pre-arranged planned personal absence at least two days prior to the event. It is the responsibility of the parents and students to work out a feasible plan with the teachers for make-up work prior to an excused personal absence.
7. Students on school-authorized trips and activities (Athletics, competitions, field trips, conventions, meetings, etc.) are considered to be in attendance. They are held responsible for completion of any make up work or assignments missed.

MAKE-UP WORK AFTER EXCUSED ABSENCE

Students should consult each teacher concerning make-up work prior to an excused absence other than emergency/illness, and immediately following returning to school after an illness. The time allowed for a student to complete make-up work will be a maximum of one week (except in the case of an extended illness).

UNEXCUSED ABSENCES

- Any absences not excused shall be considered unexcused.
- **Please remember that being at work and being out of town are unexcused absences.**
- By state law, if a student returns to school after an absence without presenting a written parental excuse explaining the reason for the absence, the absence will be ruled unexcused.
- Students **will not receive credit** for any work missed or be allowed to take a missed test due to an unexcused absence.

HABITUAL TRUANCY / EXCESSIVE ABSENCES

The school is required to report attendance to local school system authority and in the event school absences are determined to be excessive, then and without valid excuse or good reason and intentional, then the local attendance officer may bring criminal prosecution against the parent, guardian, or other person having control of the child.

Authority: Code of Alabama (1975) §16-28-16

IMPORTANT: GRADE OF “F” GIVEN IF ABSENCES EXCEED 10 PER SEMESTER

- **EXCUSED ABSENCES ARE included within these 10 absences per semester.**
- **Any student who exceeds 10 absences in a semester in a class shall be subject to failure in that class for the semester. A grade of 55 will be placed on the student’s academic record for such failure and NO CREDIT WILL BE AWARDED. Exceptions may include medical conditions and each individual case is subject to administrative and school board review.**

PERFECT ATTENDANCE

Perfect Attendance Awards will be given each year to students who:

1. Are in attendance the entire school day (from beginning until end).
2. Have NO tardiness.
3. Have no early checkouts, other than to attend a school function.
4. Students who have a dental or doctor appointment before 11:00 a.m. must return to school.

TARDINESS

- Students are expected to be on time.
- **A STUDENT IS TARDY IF HE/SHE REPORTS TO HOMEROOM CLASS AFTER THE 7:50 A.M. BELL.**
- A tardy student must pick up an admit slip from the Office to enter class and present it to the teacher of the class entered.
- Students are tardy to class if they are not in the classroom by the second (tardy) bell for each class period.
- Any student who is tardy or leaves school during the day for any reason is responsible for all work missed.
- Tests and work missed during this time must be made up at the discretion of the teacher.
- Failure on the part of the student to see the teacher at the teacher’s convenience upon the student’s return to school concerning work missed may result in a zero.

- **Students are allowed ONLY 3 tardies per nine weeks.**
- PENALTIES FOR UNEXCUSED TARDINESS TO SCHOOL
- On the fourth unexcused tardy, the student will be placed in detention. This detention may include times during school, before school, or after school. An excessive number of tardies may result in in-school suspension for the entire day.
- A conference with the parents and headmaster may be necessary for students who have in excess of four tardies per nine weeks.
- PENALTIES FOR UNEXCUSED TARDINESS TO PERIODS 2 - 7
- If a student is tardy to class periods two through seven and the tardy is unexcused, the student will not be permitted to enter class and must report to the office to get a blue slip.

EXTRACURRICULAR ACTIVITIES AND SPORTS

- AISA rules and regulations will be followed concerning academic eligibility and other restrictions and guidelines.

EARLY DISMISSALS

- Students must bring a note to the office before school (at the latest during homeroom).
- The morning report sent to teachers will list those students who have permission for early dismissal.
- The office will issue a pass that the student must take to each teacher whose class they will miss and also to the homeroom teacher (Elementary teacher will keep the check-out note and the student will be called when the parent/guardian arrives to pick him/her up.)
- **Parents are not allowed to pick up a child DIRECTLY from the classroom.** The office will call the student to be dismissed from the school's front entrance.
- Under no circumstances is a student allowed to leave campus during the day without permission from a parent or guardian.
- Any student who leaves school during the day for any reason is responsible for all work missed. Tests and work missed during this time must be made up at the discretion of the teacher. Failure on the part of the student to see the teacher at the teacher's convenience upon the student's return to school concerning work missed may result in a zero.
- Students that leave school after 11:30 a.m. will be counted absent for 1/2 a day. This will be in effect even if the dismissal is during the last class period.

DISMISSAL AT THE END OF THE SCHOOL DAY

- Grades 5-k THROUGH 6 students are dismissed at 2:40 p.m. and escorted to the parking lot by their teachers.
- Grades 7-12 Students are dismissed at 2:50 p.m. and teachers remain on campus until 3:15 p.m.

ILLNESS

- If your child is injured or becomes ill at school, the office or teacher will contact the parent or guardian (or the person you have indicated) immediately. Please ensure the office has up to date phone numbers for the parents location during the day should you need to be contacted.
- A child who has a fever may not return to the classroom. If your child is sick please keep him/her at home to prevent the illness from spreading to classmates. The students should be fever free for 24 hours.
- The school may have random checks for certain medical ailments such as measles, pink eye, head lice, or anything else your child may pick up and not be readily detected by the eye. If anything contagious is found, your child will be required to stay home.

EMERGENCY CANCELLATION OF SCHOOL

- In event of snow or other conditions making it hazardous to attend school the following procedure will be used to notify all parents and students:
- The Headmaster will inform the local radio station (Bama 106) no later than 7:00 a.m. and parents can check the school FACEBOOK PAGE for updates.
- Parents are asked not to call the school or staff members.
- If conditions which merit cancellation occur during the school day, the same procedure will be used.
- Parents who desire to come early and pick up their child during inclement weather may do so most efficiently by checking with the office.

MESSAGES FOR STUDENTS

If you need to get a message to your child, please call the school office. The message will be taken and delivered at the end of each period. **Students will not be allowed out of class to answer phone calls except in extreme emergencies.**

If parents bring forgotten articles, they should be brought directly to the office. The articles will then be given to the children at appropriate times. **Please don't interrupt classroom instruction for all our children.**

HOMEROOM

This is a period set aside from 7:50-8:00 a.m. for the purpose of taking attendance, filling out admission slips, the pledge of allegiance, taking the lunch count, and any other daily class business. Any special group that has an announcement for the daily announcements which is emailed to the teachers should make sure it gets to the office no later than the end of homeroom.

DAILY ANNOUNCEMENTS

Each teacher receives a copy of the daily bulletin, or morning report, which gives announcements and the absentee and tardy list. Any item to be announced regarding special events, meetings, etc., should be turned in to the office by 7:30 a.m. each day.

DAILY PLANNER

There is a Daily planner located in the office that has all events and tests listed for each school day. Please list any school activity that is listed important in the daily planner. **All** events going on the daily planner has to meet the headmaster's approval prior to going on the calendar.

TELEPHONE

The telephone in the office may be used with permission from the office staff and only in the case of an emergency or sickness.

ELECTRONIC DEVICES

Beepers, pagers, radios, boom boxes, ipods, tape or CD players, laser pointers, and any other electronic game or devices may not be brought into the school building or gym. Cell phones are permissible on campus only with the express written consent of a student's parent, and a signed acknowledgment of permissible use, which outlines consequences for violation of policy.

CAFETERIA – EAGLE'S LANDING CAFÉ

- **We are always happy to have parents or grandparents eat lunch with us. If you plan to, please try to let us know in advance so that we can add you to our lunch count.**

- The school provides a cafeteria, which operates mainly as a service to parents and students, to make a small profit and still provide adequate and nutritious lunches for our students.
- A weekly menu will be announced on Friday before the upcoming week. Check announcements sent home in folders for elementary grades, and the FACEBOOK PAGE will have the upcoming menus.
- A lunch count will be taken every morning in homeroom to get as close a count as possible to prevent waste. **No student will EVER be denied food.** If there is not enough food cooked, the student might have to wait until some is prepared. If we have an incorrect lunch count, it is possible that we may run out of a certain kind of lunch and a substitute may have to be provided.
- **Lunchroom charges should not exceed \$100 dollars per family.**
- **Parents, lunch cards good for 5 school meals are provided each week at \$22.50 per card. The system works most efficiently if parents will send cash or check for the exact amount of the lunch card.**
- All students are required to eat their lunch in a designated area. Students are to remain in the area until their lunchtime is over. **NO FOOD OR DRINKS ARE ALLOWED TO LEAVE THE LUNCHROOM BEFORE SCHOOL, AT BREAK OR DURING LUNCHTIME.**
- Students are responsible for cleaning the table after eating and making sure that the area around their table is clean. Teachers may designate table cleanup duty to rotate among students. We want to make sure that each group picks up after themselves and leaves a clean table and floor for the next group and for our lunch staff.
- LUNCHES MAY BE BROUGHT FROM HOME, BUT PLEASE DO NOT BRING LUNCH IN RESTAURANT PACKAGING.
- **PARENTS OF HIGH SCHOOL STUDENTS – Every year, students come to the office and ask to call a parent for permission to check out of school and drive or ride with a friend to a local restaurant for lunch. PLEASE DO NOT ALLOW THIS AND KNOW THAT EVERY STUDENT IS NOT DOING THIS. This is disruptive and is a privilege reserved for SENIORS on Wednesdays in May of their graduating year. Let's keep that a privilege for May of their senior year. Thank you for your cooperation.**

ROOM MOTHERS

Each elementary class will have volunteer room-mothers who will assist in supervising class activities and class parties.

LIBRARY

The library is available for use by all students. Teachers should accompany their classes. Students unaccompanied by a teacher may not be in the library without permission from the librarian.

SCHOOL OFFICE.

The school office is off-limits to students unless there is school business to be attended to.

VISITORS

Visitors such as, parents, grandparents, Jackson Academy patrons, and others are welcome to visit our campus, but no one is allowed to visit others on campus without first being cleared by the office. Social visitation is not allowed during school day. Any unauthorized visitor will be asked to leave the school campus. The office must clear student visitors in advance and anyone unknown to us or without valid reason to be on campus will be turned away. The safety and security of our students is top priority. Anyone visiting a student must abide by the rules of Jackson Academy.

FIELD TRIPS

Field trips are planned in conjunction with classroom activities and have a specific objective. The Headmaster must approve all field trips. Students must turn in a signed permission slip from their parents/guardian prior to the trip. Students who go on field trips must shoulder the expense incurred in all phases of the field trip. Students not going

on the field trip will follow their daily class schedule. Parents and students are to conduct themselves appropriately when attending school sponsored trips or events.

LOCKERS

- Lockers will be assigned to students in grades 7-12 during the first week of school.
- Each student is expected to care for his/her locker properly and be sure that no stickers or marking of any kind are placed on the inner or outer surface of the locker.
- The removal of defacing markings and cleaning of lockers is mandatory for violating this rule.
- Any items found on top of the lockers, on the floor, or on any other inappropriate place will be collected and disposed of appropriately.
- The school has the right to search students' lockers if necessary to maintain school operations and to protect other students' safety.

LOST AND FOUND

All articles of clothing, books, and other materials found on the school campus should be turned in to the school office. Students who have lost items should check periodically for their items. Students should put their names in their books and clothing. At the end of each semester, all items in the lost and found will be turned over to the school's thrift store or charitable organization.

INFECTIOUS DISEASE POLICY

Any Jackson Academy student diagnosed with a contagious/communicable disease, which is listed by the Alabama Public Health Department, as a "known disease/condition" may not attend classes until cleared by a medical doctor. (A list of these diseases/conditions is on file in the office.) Any student who cannot attend class due to such disease/condition will be offered a home study course for them to complete until the end of the school year or until the student is cleared by a medical doctor.

Jackson Academy has adopted the A.I.S.A. policy concerning recommended precautions against the transmission of blood-borne pathogens and other infectious diseases. (A copy of this policy is on file in the office.)

FIRST AID AND MEDICATION

First aid supplies are available for students as needed during the school day. A drug use policy and health statement will be issued at the beginning of school.

BUSES

It is very important that all students know the rules when riding a bus and that they abide by them. The driver is in charge and must be obeyed at all times. If another staff member is on the bus, he has the same authority that he would have in a regular classroom. Please remember that when you get on the bus that you are in the jurisdiction of Jackson Academy and that all school rules apply.

STUDENT VEHICLES AND DRIVING PRIVILEGES

- **Driving on campus is a privilege, which can be rescinded when abused.**
- No student is allowed to drive a car on the school campus unless he/she has a valid driver's license and liability insurance.
- Cars are to be parked orderly in the prescribed manner, and in the appropriate areas.
- Once a student drives a car on campus, the student is not to move the vehicle again until the end of school, unless the student has checked out of school or is asked to do so by faculty, staff or administration.
- Any student seen driving too fast or showing any recklessness on the school campus or in the immediate areas shall be warned and/is in jeopardy of having his/her campus driving privilege suspended.

- Lockers are provided in the school buildings; therefore, books gym clothes, and lunches should not be left in students' vehicles.
- Students are not allowed to sit in their vehicles on campus at any time. If you need something from your car, you need written permission from a faculty member to go to your vehicle brought to the office and presented so that you walk through the front doors to the parking lot.
- ATV'S / 4-Wheelers / Utility vehicles are not to be driven to school or unloaded from a truck or trailer and ridden on school property since they are not street legal due to liability and safety concerns.

COLLEGE VISITS

- Seniors may take excused absence days from school to visit colleges and universities.
- In order to be excused for visits the student must meet the following criteria:
must have taken OR registered for the ACT or SAT exam;
must inform the office and classroom teachers prior to a college visit; and
must bring proof of the visit upon return to school.
- The number of excused visits is limited to **two their senior year** unless special circumstances warrant more visits and approval must be obtained from the Headmaster prior to exceeding the allowed number.

SENIOR PRIVILEGES

Seniors should exhibit maturity, leadership, and service to the school. Jackson Academy seniors will be given certain privileges, but they should be reminded that these privileges can and will be rescinded collectively and individually if abused.

Seniors may:

- Leave for break 5 minutes early;
- Leave for lunch 5 minutes early;
- Visit two college campuses during the school year
- Leave campus for senior luncheon each Wednesday during May (the last month of school) with signed parental permission slips.

LEAVING THE CAMPUS DURING SCHOOL HOURS POLICY

- Students needing to leave school should present a note to the headmaster (office) before school, giving the date, time and reason, signed by the parent or have a parent or guardian call the school.
- Students should secure from the office a special excuse form signed by the headmaster or his authorized representative. This form will be shown by the pupil to each teacher whose period he will miss that day.
- The office should keep the notes from parents on file for a year.
- **STUDENTS LEAVING SCHOOL WITHOUT PERMISSION SHALL BE AUTOMATICALLY SUSPENDED BY THE HEADMASTER. A PARENT SHALL BE PROMPTLY CALLED THAT DAY AND INFORMED.**

FLOWER DELIVERY POLICY

- Delivery of Valentine gifts, flowers, balloons and other such items will be allowed, however, acceptance of said items by the school will carry a surcharge from the florist. Should items be hand-delivered by other persons, the same surcharge will apply to the person attempting to leave the item at the school and be payable at the front desk in the office.
- There is no surcharge for delivery of such items for Birthdays and other occasions.

Jackson Academy Uniform Dress Code

as approved by the Board June 12, 2019

SHIRTS

- **Monday – Friday:** Any solid red, white or black collared shirt; plain, JA, or designer logo (no larger than pocket size).
- Students may wear JA spirit shirts (including JA clubs and team sports) Monday-Friday sold by JA to support our teams and promote school pride.
- All Tops described above must be tucked in.

BOTTOMS/OTHER

- Khaki pants, shorts, jumpers, or skirts, which may be purchased anywhere.
- Belt – Grades 4-12 -black or brown, must be worn with pants having belt loops.
- Any previously purchased (girls) plaid items may still be worn.

SOCKS & SHOES

- Any solid color dress or casual shoes in black or brown, athletic shoes/sneakers (any color)
- No sandals, flip-flops, or any other open toed shoes.
- Laces must be tied
- Socks – Required – solid color khaki, brown, black, white or red

SWEATSHIRTS/ HOODIES / SWEATERS

- Underneath must have a uniform shirt
- Solid red, black or grey with JA, the crest, or no logo.

OUTERWEAR

- Red, black, or grey - may be worn inside the building at any time.
- Other jackets but must be removed and stored in a locker or other designated place during the day.

GUIDELINES/RULES

- Boys - Face must be clean-shaven with sideburns no longer than middle of ear.
- Boys - Hair length must be above collar and eyebrows and neat (at discretion of administration)
- Boys – no earrings or visible tattoos
- Girls - No more than two pairs of earrings at a time, no visible tattoos

- No Nike shorts, yoga/exercise/other knit pants/shorts in the building (only at athletics practices)
- No tight-fitting or baggy clothing, no low-rise or hip-hugger bottoms
- No sunglasses, hats, caps, or visors

DRESS CODE INFRACTION PROCEDURE FOR GRADE 7-12 STUDENTS

- The purpose of a dress code is for the student to represent themselves and the school well, and to instill pride and self-discipline in modesty, neatness and appropriateness.
- It is the responsibility of parents to help students understand and wear appropriate clothing.
- It is the responsibility of the student to make proper choices.
- It is the responsibility of all teachers to enforce the dress code. When an issue can be corrected immediately (tucking in shirt, sagging pants, etc.), the teacher will speak with the student and have the student make corrections immediately. However, if these issues persist, the teacher is to refer the student to the assistant headmaster for possible other the disciplinary steps as noted below.

Continuous or Blatant Disregard for the Dress Code

Offense 1: Warning by teacher/staff

Offense 2: Parents contacted/notified and may include bringing appropriate clothing to school

Offense 3 and subsequent: Work Detention – before and/or after school

Continued noncompliance: If, after detentions and parent contact have not corrected the issues, then further disciplinary action will be taken, up to and including possible suspension.

The school may need, from time to time, to clarify the code with students and publish an updated version of this code. Please contact the school office if you have any questions. Thank you in advance for your cooperation!

DRUG EDUCATION, PREVENTION, REHABILITATION AND SCREENING POLICY

POLICY STATEMENT

Jackson Academy is committed to providing its students, faculty and support personnel a healthy, safe, and clean, and equitable learning and working environment. The abuse of drugs can be detrimental to the physical and mental well being of its students, faculty, and support personnel no matter when such use should occur during the year.

1. Education – Jackson Academy will provide an educational opportunity for all of its students, faculty, board members, and support personnel that will inform them of the following:
 - Banned drug and controlled substances.
 - Harmful effects of dangerous drugs.
 - Procedures for random testing.
2. Random Screening –
 - Jackson Academy will randomly test a percentage of all of its students, faculty, and support personnel.
 - These tests will be throughout the school year.
 - The drug tests will be determined by the Headmaster and Board Chairman and are subject to change during the year. The drugs tested for can range from controlled substances to anabolic steroids. A complete list of the drugs being tested is included in this drug policy and can be obtained through the school office.
3. Pre-Admission or Pre-Hiring Screening - Jackson Academy reserves the right to pre-screen any new students in grades 7-12 who seek to enroll at Jackson Academy as well as all new employees, faculty, or support personnel.
4. Reasonable Suspicion Testing - Jackson Academy reserves the right to test any student, faculty, support personnel, or board member for use of banned drugs and controlled substances when said actions of the student, faculty, support personnel, or board member is such that would provide reasonable suspicion of use of banned drugs or controlled substances.

PURPOSE:

The purpose of the drug-screening program is as follows:

- A. To ensure that Jackson Academy promotes and maintains a learning atmosphere that is drug free at every level.
- B. To educate the students regarding the dangers of drug abuse.
- C. To prevent drug abuse by our student body.
- D. To identify any student who may be using illegal drugs
- E. To insure that any chronic dependency problem is recognized, addressed and treated properly.
- F. To aid students in the development of healthy, responsible life styles.

TESTING PROCEDURES:

- A. The method of testing is by urinalysis and will be administered by a qualified testing professional.
- B. The collection and coding of specimen samples will be handled in such a manner as to insure confidentiality.
- C. Each urine sample will be given a control number and analyzed for the presence of prohibited drugs by an outside agency contracted by Jackson Academy to provide this service.
- G. If a student is taking medications, prescribed or over the counter medications, this information must be furnished at the time that a urine sample is requested.
- H. All test results will be reported to the Headmaster.

NON-NEGATIVE TEST RESULTS

FIRST NON NEGATIVE TEST

- A. The Headmaster and Board Chairman will be advised of the results.
- B. A non negative test is defined as a test, which indicates, in the opinion of the outside agency performing the testing, that student, faculty member, support personnel, or board member has used a banned or controlled

substance. The results of this drug test by the outside agency will be the only one used to determine the first non negative test results. No other agency will be allowed to administer the drug test for initial testing.

- C. The parents of the student in question will be advised of the results and the student will be immediately suspended for three days. There must be documentation that an appointment has been scheduled before the student is allowed to return to school.
- D. The student in question must then be evaluated within ten (10) days by one of the following professional consultants: a certified alcohol and drug abuse counselor, a licensed social worker, a medical review officer, or such other professional consultant as may be acceptable to Jackson Academy. The agency and address of the approved consultant that Jackson Academy will require is at the end of the policy. All costs for this will be the responsibility of the parents and or guardian. The professional consultant shall send the Headmaster a copy of the evaluation with recommendations and additional services needed or required for the student, employee, or Board member.
- E. In the event that the professional consultant mentioned above should recommend that the student attend a counseling program, then the student, at the expense of the parents, must enroll in and complete the counseling program recommended by the said consultant.
- F. The student must also participate in any after-care counseling and comply with any additional recommendations of the said professional consultant, all at the expense of the parents.
- G. Failure to enroll in and/or complete all of the requirements of the counseling program recommended for the student will result in the student's immediate dismissal from Jackson Academy.
- H. In the event that a student is dismissed from Jackson Academy as a result of a non negative drug screen and/or failure to complete a counseling program, the parents shall not be entitled to any reimbursement of tuition or other fees previously paid.
- I. Following a confirmed positive test result, a student shall be subject to repeated random testing throughout the school year. These additional tests are to be paid by the parent or legal guardian of the student. Failure to pay for said test will be treated as noncompliance and will be considered as a non-negative test. A student who refused to take a test will be subject to the same consequences as one who tests non-negative.
- J. Any student who tests non negative will be immediately placed on probation and will be subject to mandatory treatment and professional counseling services from the approved substance abuse agency and undergo monthly drug screening and random drug testing for a period of six months. All costs of these services are to be borne by the individual and/or parents as long as services are required.

Board / Faculty and/or Support Personnel—will be immediately placed on a leave of absence and sent home. They will be required to meet with the Headmaster and the Board Chairman the following business day. The Headmaster and Board Chairman will review the facts if the actions were of such a nature as to call for termination of their job. If, after presentation to the Board of Directors, a 2/3 majority of the Board members present vote to allow this person to keep his or her job, he or she will be required to attend an interview with an independent drug counseling or rehabilitation service. The board/faculty and/or staff member must comply with the advice and suggestions derived from this assessment. This assessment may require the board/faculty and/or staff member to seek professional counseling, undergo a rehabilitation education program and/or to participate in peer counseling. The costs of these services are to be borne by the board/faculty and/or staff member or their personal insurance. A Board Member who tests positive will be asked to resign from the position of Board of Directors.

Any faculty and/or staff member who has tested non negative will then be tested during all drug tests or by a schedule assigned to them by the Headmaster for the balance of the school year or no less than 6 months of school. Cost of said additional tests are to be borne by the member and/or his personal insurance. Failure to pay will be treated as noncompliance and as a non negative test result.

SECOND NON NEGATIVE TEST

If any student tests non negative a second time that student will be immediately dismissed. Once dismissed, this student will never be allowed to re-enroll in Jackson Academy. If any faculty and/or staff member tests non negative a second time they will be sent home without pay and terminated. Said member will be allowed to gather their personal belongings after school hours as long as the Headmaster or his appointee is present with said member at all times. There is no time limit for a second non negative test. All cases are subject to administration and board review.

GENERAL INFORMATION

Confidentiality – All information concerning drug screening is confidential and will be released only to the Headmaster and Board Chairman. This information will also be revealed to the qualified individuals appropriate for the necessary rehabilitation of the student, faculty, and/or staff member.

Compliance – Any student, faculty, and/or staff member who fails to appear for drug testing will be treated as if a first time positive result has occurred, unless they had already had a first time positive test result, then they will be treated as if there is a second positive test.

Student, faculty, and/or staff members can be excused from drug testing only under the most extreme circumstance (e.g. sickness, family emergency). The student, faculty, and/or staff member is responsible for providing written verification for such absence. Approval of such absences is the responsibility of the Headmaster.

Any student, faculty, and/or staff member who tries to cause a false reading or who refuses to follow the proper procedures as instructed, will be treated as if the test was a positive result. If this is the second positive then said person will be expelled or fired.

Medical History – Each student, faculty, and/or staff member will be required to list the medication they have recently taken or provide a copy of the prescription showing the dose, type of drug, and when it was last filled.

SELF-REFERRAL

Any student, faculty, and/or staff member who, before being notified that he or she is to be tested, by his or her own free will admits to the Headmaster, that he or she has a problem with drug abuse will be required to attend an assessment interview and abide by the suggestions of the drug counseling or rehabilitation agency. The participating agency or Headmaster will determine when the student, faculty, and/or staff member is able to discontinue the rehabilitation process and return to normal random testing. All costs of these services are to be borne by the individual.

DRUGS TO BE SCREENED

5-Panel drug screen including ecstasy Amphetamines:

- Amphetamine
- Met amphetamine

Barbiturates

Cannabinoids

- 9-Carboxy-THC

Cocaine Metabolite

Opiates

- Codeine
- Morphine
- 6-Acetylmorphine

APPROVED DRUG COUNSELING AGENCIES

Bradford Health Services
Suite 304
1000 Hillcrest Road
Mobile, AL 36695
251-633-0900 or 1-800-333-

COMPUTER USE POLICY

Computers and the Internet offer opportunities for expanded learning experiences for today's students. With this opportunity comes the responsibility for students to use the available technology appropriately. Therefore we ask that you read this document carefully before signing the agreement or permission forms.

Communications on the network are often public in nature; therefore, good behavior on the schools computer network is expected of all students. School rules for appropriate language and behavior will apply to the use of the computers. Network storage areas may be treated like school lockers. Administrators may monitor files and communications to insure that users are using the system responsibly and to maintain system integrity. Users should never expect that files stored on the server would be private.

Jackson Academy recognizes that Internet as an electronic communications network that provides an enormous array of resources that no individual or organization controls. There are sites that contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. Although programs do exist that can block certain types of information from being accessed, they also by their design, limit access to beneficial information. Even with controls in place, however, it is impossible to control all materials. Any user finding offensive material on any web site should report that finding to a teacher so that steps may be taken to restrict use of those sites. The policy of this school is that the advantages provided by the Internet are far greater than any disadvantage of finding material that is not consistent with the educational goals of Jackson Academy.

During school teachers of younger students will monitor and guide them to appropriate sites. Students in grades 7-12 will have more independent access to the Internet, but not unlimited access. The system administrator has the ability to monitor activity on line for all users at any time and a log of sites visited by each user is kept on the system administrator's computer. Outside the school, parents or guardians are responsible for the materials accessed by the students.

Upon submission of permission forms by parents and agreement forms by students, independent student's use of the Internet will be permitted. Use of the Internet and the Jackson Academy network is not a right, but a privilege. That privilege will be quickly revoked for inappropriate conduct as set forth in this agreement. The school administrators will make revocation decisions and that decision will be final. The system administrator at the request of the administration, faculty, or staff can deny short-term access at any time.

Inappropriate Conduct includes but is not limited to:

- Using a computer without permission
- Damaging computers, computer systems, or computer networks
- Loading software without the system administrator's permission
- Intentionally wasting limited space on the hard drive or the server
- Violating copyright laws by using unauthorized copies of commercial software
- Using the network for financial gain
- Using the login name or password of another person
- Trespassing in the folders, work or files of other users
- Harming or destroying another user's data. This includes creating and uploading viruses.
- Sending or playing offensive messages or pictures.
- Using obscene language or profanity • Harassing, insulting, or attacking others.
- Using racial, gender or other slurs
- Promoting violence
- Receiving or sending information about dangerous or illicit instruments. (bombs, automatic weapons, etc.)
- Using the Internet for non-school related activities.
- Transmitting personal information without parents' written permission
- Accessing chat services or other chat-simulating web sites
- Purchasing or subscribing to any service for which a fee is charged. The school will seek reimbursement and full restitution from students or their parents or guardian for any such fees.

Unacceptable use of Jackson Academy's network or the Internet may result in more than "loss of access" privileges. The administrators or faculty for violations of rules concerning inappropriate language or behavior may impose additional disciplinary action. When applicable, law enforcement agencies may be involved



Jackson Academy

Cell Phone/Smart Phone Acceptable Use Policy

As the world we live in becomes increasingly more reliant and comfortable with technology, our school desires to adapt and utilize such advances and for our students to use technology in appropriate ways to facilitate their educational goals.

Jackson Academy's Board of Directors, Administration, Faculty and Staff recognizes that students and parents need to communicate with each other about things which arise during the school day, from sudden sickness to changed pick-ups, check-outs, and changes in practice times. Because we care, any teacher or staff member Jackson Academy will do anything we reasonably can to ensure you are in communication during the school day with your child.

Due to the increasing use of cell phones and smart phones by students and the need parents feel for students to have a phone in case of changed plans during the day and practices afterward, and because of the lack of a consistent, concise set of rules throughout the school on usage, and the potential for disruption in the classroom, it has become necessary for Jackson Academy to adopt a cell phone/smart phone policy which is sensible and reasonable. However, it is necessary that students and parents understand the rules which **must** be in place and cooperate in a positive, constructive way with the school to enable **all** students to stay focused on learning during the academic instructional portions of the school day.

At Jackson Academy, we embrace the potential that cell phones/smart phones have to be used as a technological learning tool in the classroom. Teachers are encouraged to implement the use of cell phones and smart phones (when appropriate) into their lessons through wonderful apps such as Edmodo and others.

Students will be trained at the beginning of the year by their teachers as to the following acceptable use rules and cell phone etiquette/common courtesy when they are on campus. Hopefully, learning what IS acceptable will help our students not only stay focused in the classroom, but help them remember in other areas of their life, what is acceptable and appropriate use (church, theaters, family gatherings, work, etc.)

Parents: If you wish your child to bring a phone to school, then please review the following rules and consequences with him/her to assure their understanding and let them know you expect them to comply. When finished, sign the appropriate forms and return them to school. Then and only then may your student bring a cell phone to school. Thank you for your understanding, cooperation and helping your student understand this important issue.

I. STUDENTS WILL ONLY BE PERMITTED TO POSSESS A CELL PHONE/ SMART PHONE ON CAMPUS IF:

The student returns the “**Cell Phone Permission and Acceptable Use Policy Acknowledgment**,” page signed by both the student and parent(s) stating that the student has the parent’s permission to possess a cell phone on campus and that the student and parent understand the usage rules and consequences of violating the policy and agree to abide by it.

**Any student possessing a cell phone/smart phone on campus without the required Permission and Acknowledgment page listed above on file, and therefore on a list of permissible users which will be given to all teachers and staff, shall have the cell phone taken up where it may be retrieved by the student at the end of the day with a written warning sent home to the parent as stated in Section IV.A. below.*

II. TERMS OF USE FOR STUDENT POSSESSION OF A CELL PHONE ON THE JACKSON ACADEMY CAMPUS

A. Students **may use** phones on campus only at the following times of the day:

1. before homeroom which begins at 7:50;
2. during break (Grades 7-12 only);
3. during lunch (Grades 7-12 only); and
4. at the end of the school day (after dismissal).

A. When entering class and getting settled, students **must** turn phones off or set to mute without being verbally reminded each day by his/her teachers.

B. If the student’s phone is not set to mute and goes off in the classroom, there may be classroom rules consequences in addition to consequences for violation of this policy.

Ask each of your teachers what his/her policy on this type of disturbance is.

C. The student’s phone should **not** be out and visible in the hallway between classes unless the student has a valid reason, such as to move it from one bag to another. This is **not** to be used as an opportunity to use the phone in violation of policy and should take no more than a few seconds.

D. Students **must** keep phones in book bags, backpacks, tote bags or handbags, unless the classroom teacher’s rule is that phones are to be dropped off at his/her desk in a designated place until the conclusion of the class period. Teachers will tell students their policy the first day, and should it change, students will be updated by the teacher as to his/her change in classroom rule.

E. Phones are **never** allowed in pockets, elsewhere in clothing, shoes, boots, jackets, or in the student’s desk.

F. Phones are **not** to be kept in a locker (Due to risk of loss if the locker is left unlocked or open).

G. Phones are **not** to be visible in class to the student or to classmates. If phone is out or visible in class, it will be presumed that the student is using it in violation of these stated policies and the appropriate consequences will apply.

H. Students MAY NEVER use phones to photograph/video record/ voice record any person or activity on campus during the school day without specific permission from his/her supervising teacher at the time.

If given, such permission is limited to **only that occasion** and does not carry over to another class or event.

********Violation of this rule will result in confiscation of the phone or device by any Jackson Academy employee, turning it over to administration and may result in immediate suspension, expulsion, or even reporting of the incident to law enforcement agency should the recording violate state or federal law, dependent upon factors such as the age(s) of those recorded, and the circumstances and effects of the student's violation, which is at the discretion of the headmaster.***

I. All rules apply to use of the student's phone for:

- text or SMS messaging;
- Snapchat
- placing or receiving voice calls;
- taking photos or videos;
- audio recording;
- posting to social network sites such as Facebook, Twitter, etc.; and ● using any and all other apps or functions of the phone.

IF THE STUDENT IS EVER IN ANY DOUBT AS TO WHETHER WHAT THEY WANT TO DO IS IN VIOLATION OF POLICY, THE STUDENT IS TO ASK A TEACHER.

Good judgment is to ask first rather than to guess and try to explain later.

III. EXCEPTIONS:

- A. When a student is **given permission** or an entire class is **authorized during that period by the teacher** to use their phone in any way, whether to contact a parent from class, get information online, use as a calculator, use as part of an activity, use an app for academic purposes, take a photograph, video, etc. Such permission ends at the end of the class period or when permission is revoked by that teacher.
- B. Students **may** bring their phone to Chapel Assembly **only** if it is put away and is turned off or on mute. If a student desires to use a Bible app during Chapel to look up scripture, the student must get permission from his or her teacher in advance of Chapel Assembly in order to have the phone out and use it. Such permissive use may be revoked by the teacher if the student's use of the phone and app disturbs others around him/her thereby causing a distraction from the message and speaker. Our speakers are our guests, so please show your appreciation with your attentiveness to their message.
- C. Students **may** bring their phone to any club meeting at which students may need to access their calendar function or other apps or functions of their phone. Your club sponsor will tell you whether the phone is permissible to have out for use.

IV. VIOLATION OF THE CELL PHONE USAGE POLICY MAY RESULT IN THE FOLLOWING:

- A. **1st Offense** = Warning - Phone will be taken up and student will be given the phone back at the end of the school day in the school office, with a **written warning** forwarded to the parent(s).
- B. **2nd Offense** = Phone will be taken up and **parent will be contacted to pick up the phone in person** from the school office. Student will serve **break detention of two days**, beginning the next school day following the violation.
- C. **3rd Offense** = Phone will be taken up and **parent will be contacted to pick up the phone in person** from the school office. Student will serve after-school detention of **one (1) hour**, beginning at the conclusion of the next school day following the violation, regardless of athletics practices which may be missed and with a **detention fee of \$25 billed to the parent**.
- D. **4th Offense** = Phone will be taken up and **parent will be contacted to pick up the phone in person** from the school office. Student will be **suspended from school for 1 school day**, that day being the next school day following the violation.
- E. **Subsequent Offenses**: Students who continually violate the school's cell phone policy risk an **absolute ban** on bringing a cell phone on campus.

V. Acceptable and allowed on-campus use times for phones are:

Grades	Before Homeroom	During Break	During Lunch	Dismissal
5K-6	Before 7:50	Not Allowed	Not Allowed	at 2:45
7-9	Before 7:50	Allowed	Allowed	at 2:50
10-12	Before 7:50	Allowed	Allowed	at 2:50

Parents: Please do not text or call your student on their phone during class times.

Those are times during which classroom activities and instruction are taking place. Students, teachers and classes **must** have undisturbed time during which they can devote their attention solely to educational purposes. Please notify other caregivers, parents, and siblings as well. If you text or call your child during classroom times, you place him or her at risk of violating these policies.

- Our school phone number is **251/246-5552**. Please save us as a contact in your phone and simply give us a call if your child needs to check out or if you need to get a message to your child. **We will make sure** that what you need is done in a reasonable, timely manner.
- **Any student who ever needs to call a parent may do so at any time from the school office.** No cell phone is ever necessary for students to place a call from school to you.
- **We are happy to facilitate communication between your child and you through the school office so that your child is not at risk of violating school cell phone policy.**

If you have any questions or need clarification on any of the foregoing rules or consequences, please do not hesitate to ask.

Jackson Academy
Search Policy
(School board approved 01/21/2020)

Jackson Academy promotes a drug free, safe school environment, and makes ongoing efforts to ensure our students comply with our rules. Our students are expected to engage in appropriate behavior at all times.

The headmaster and other school administration reserve the right, if contraband is suspected, to search students and their belongings to include, but not limited to handbags, book bags, lockers, and cars. When possible, the student will be present, but it is not necessary.

The school reserves the right to conduct a random search of any area of the school's premises as well as any item of a student's personal belongings or items in a student's possession at any time and without prior notice.

Jackson Academy Student/Parent Handbook

Acknowledgment of Understanding

Parents: Please read the online version of our 2020-2021 student-parent handbook on our website page: www.jaeagles.com.

After you read the handbook, please sign this form and return it with your child to school.

This code has been developed to help your son/daughter gain the greatest possible benefit from his/her school experience. The policies apply to all students and parents at Jackson Academy and all school-related activities and events.

The school needs your help and cooperation. When you have read and discussed this document with you son/daughter, it is requested that you sign this sheet and return it to the school. This form will be kept in your son/daughter's cumulative folder.

Parents or guardians have the responsibility for the actions of their children and should be involved in the education of their children. Parents or guardians should take special notice of the weapons, controlled substances, and drug policy sections of this Student–Parent Handbook as well as the suspension and expulsion provisions.

FAILURE TO RETURN THIS ACKNOWLEDGMENT WILL NOT RELIEVE STUDENTS, PARENTS, OR GUARDIANS FROM RESPONSIBILITY TO KNOW THE CONTENTS OF THE JACKSON ACADEMY STUDENT-PARENT HANDBOOK FOR **2020-2021**, AND WILL NOT EXCUSE ANY STUDENT'S NONCOMPLIANCE WITH THE JACKSON ACADEMY STUDENT-PARENT HANDBOOK POLICIES.

Check one of the following blanks:

___ Yes, I agree for corporal punishment to be administered to my child.

___ No, I do not want corporal punishment administered to my child.

.....

___ Yes, I give Jackson Academy permission to post my child's picture or video on any of our social media websites.

___ No, I do not give Jackson Academy permission to post my child's picture or video on any of our social media websites.

(Printed) Student's Name

Grade

Student's Signature

Date

Guardian / Parent's Signature *

Date: _____

**Parents of students in grades K-12 are responsible for explaining
this handbook to their students.**