Student-Parent Policy Handbook
2026-2027



FOREWORD

Mailing Address:
P.O. Box 838
Jackson, Alabama 36545

Physical Address:
1954 Coffeeville Road
Jackson, Alabama 36545

Phone: 251 / 246-5552
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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 the administration of its educational policies, athletic and other school-administered programs.

Best Interest Clause

Jackson Academy reserves the right to deny admission to any student. Also, Jackson Academy reserves the right to ask any student to leave at any time for any reason when the Administration and, or Board believe it is in the best interest of Jackson Academy. This also includes the right not to allow students to return for the next school year.

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, and 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 mission is to provide a Christian-centered education that is designed to empower students with the knowledge, skills, and motivation needed for success in a rapidly changing world while providing a safe, equitable, and innovative learning environment where every student can reach their full potential, and through instilling the core values of integrity, commitment, compassion, and courage in students, all learners will be inspired to make a positive impact in their communities for lifelong achievement.

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

Ashley Hillman – Chairman	
Walt Richardson – Vice Chairman	Jonathan Skipper
Jake Bailey-Secretary	Mark Milstead
Brad Garris	Todd Clark
Jud Williams	Gene Harrell
Darwin Lynch	Will Edge

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. Faculty and staff must meet the accreditation requirements required by AISA and Cognia. 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/ Requirements

- Students and parents must agree to abide by all policies and rules of Jackson Academy.
- Daycare applicants must be 2 and one-half years old and toilet trained.
- K4 applicants must be four years of age on or before September 1st.
- AISA recommends K5 applicants must be 5 years of age on or before Sept. 1st or students entering first grade be six years of age on or before September 1st.
- All student records which may include: transcripts, copy of Social Security card, copy of Birth Certificate, Immunization records, standardized test records/scores, discipline records, (2) references, and any other evaluations or testing related to Special Education or any other areas of exceptionality must be on file for review before any student is admitted.
- A formal interview process with the Administration and potentially school board member(s) and any new prospective student and their family members. This process may include both oral questions and written responses.
- Jackson Academy does not offer Special Education services. The school reserves the right to not accept students who follow Individualized Education Plans,504 Plans, or other special services established by public schools, psychometrists, psychologists, or psychiatrists. The school reserves the right to not provide accommodations and modifications for children with special needs, and does not admit students with severe communicable diseases.
- Completion of all admission applications and enrollment forms with payment of required fees.
- The Board of Directors have final approval or disapproval concerning the admission of any student.
- If Jackson Academy later finds new student information was falsely stated or withheld, the school reserves the right to terminate the enrollment contract between the school and family.
- All new students are accepted on a probationary period of one full semester and may be asked to leave during this time for any reason.

Financial Obligations

- Jackson Academy has only one regular source of income, which is tuition.
- Tuition must be paid on time each month so that the 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 or the fifteenth day of each month and considered late 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.
- Tuition payments and fees must not become more than two months past due.
- Daycare payments must not be more than two weeks past due.

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 payments, 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.
4. All tuition and enrollment fees (4K through grade 12) must be paid online through Facts Management.
5. All lunch and snack fees must be paid online through the EZ Lunch program.
6. 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.
7. 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 PK-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

- Students must meet the following criteria once they enter 9th grade in order to receive an Alabama High School Diploma:

CREDIT REQUIREMENTS FOR GRADUATION

	COLLEGE PREP	HONORS	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	4	4 (must include American HY / Gov't)	

Science	4	4 (must include two other approved electives) (must include a laboratory- based biological science and a physical science)
Physical Education (includes .5 unit Lifetime Sports)	1	1
Health	.5	.5
Fine Arts	.5	.5
Computer Applications.	.5	.5
Service - School & Community	--	(75 hrs. documented on file)
*Electives	5.5	6
Total	**24**	**25**

Electives may include but vary from year to year: Examples are: Test Prep, Bible, STEM, PBL (Project-Based Learning), Foreign Languages, Journalism (School Newspaper/Yearbook) , Exercise Training, Physical Education, Creative Writing, Personal Finance, Driver's Education, Computer Science, 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, in conjunction with Coastal Alabama Community College, adopted a dual enrollment / dual credit policy 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. Dual enrollment classes are weighted the same as honors classes.

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 (students who have met the requirements for the ninth grade may take college courses in the summer preceding the tenth grade if approved.
- Students must meet Coastal Alabama Community College eligibility requirements for academic and technical courses.
- One 3 hr. college course is equal to one full credit at the high school level.
- The student must meet the criteria for enrollment at the post-secondary institution.
- Students in good standing may participate in off-campus dual enrollment technical programs.

WORK – STUDY POLICY

(Revised July, 2025)
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.
- Only one credit can be earned per year during the tenth, 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.. (Note: One credit may be earned each year).
- A work-study student must be enrolled in at least four (4) regular core curriculum courses each day. The work-study student will only be allowed to leave school at the beginning of the 7th 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 the 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 be extended 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** students in grades 7-12 must take first-semester exams.

- Students in grades 7-11 with a semester average of 90 or better, with no more than 5 absences (excused and unexcused) and no major disciplinary referrals, may be exempt from taking second-semester exams in that particular subject. Excused written documentation is required for an occurrence (absence over multiple days for an excused reason).
- Seniors with a 70 or higher semester average and no more than 5 absences (excused and unexcused) or occurrences with no major 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.
- **The EXAM SCHEDULE will be announced before 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-week grading period, parents will be notified of their child's mid-term grade. Parents are also encouraged to view grades on the FACTS Family Portal 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-week 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 As (must have Satisfactory in Conduct)
- The "A-B" Honor Roll for students with As and Bs or all Bs (must have Satisfactory in Conduct)
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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 in their core classes for the ninth, tenth, eleventh, and twelth grades and/or be a member in good standing of the National Beta Club or the National Honor Society.
- Participated in any sport, cheeleading, or extracurricular AISA academic activity or other school extra-curricular activities.
- Faculty, staff, and students in grades nine through twelve will vote on qualified candidates. There will be no limit on the number of students eligible.

- 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.
- The numerical average of core 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 determined 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: 1) Student demonstrates Christian morals and values. 2) Student is friendly and outgoing. 3) 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.

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 mandatory and are determined by the highest academic average in the subject area averaged through the 3rd nine-week grading period during the current school year. In case of a tie both students will receive award(s).

Students must complete a school award application and before their name can be placed on the faculty/staff voting ballot for each faculty/staff awards such as Student Government Association,Girls State, Boys State, HOBY, or other similar faculty/staff chosen awards. An interview process may be required before voting.

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.

ATHLETIC ELIGIBILITY

All student-athletes are required to follow the rules and policies in the AISA Athletic Handbook.

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: 1) During the first two weeks of the school year 2) After first semester or at the end of week 2 in second 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.

Credit Recovery

- Students who have failed academic subjects for one or both semesters will need to make this work up in an approved credit recovery program.
- Credit recovery 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 must meet the required hours in the subjects taken.
- Only two credits may be earned during the summer for credit recovery.

TRANSCRIPTS OF SCHOOL RECORDS

- The school will furnish a transcript of the students' records upon request by the student(s), parent(s) or a 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 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."

STANDARDIZED TESTING PROGRAMS

Certain grades will be tested during the school year following AISA accreditation and Alabama Accountability Act recommended guidelines. All students taking standardized tests, including CHOOSE Act students in grades 2-12, SAT-10 testing in grades 2-8, PreAct, and ACT testing students in grades 8-12, will pay a yearly testing fee of 60 dollars due Oct.. 1 of each school year.

FUNDRAISING

Any club, class or other organization wishing to sponsor a fundraising project must obtain approval from the Headmaster and/ or 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 an Administrator and one other faculty/staff member.
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.

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 may complete assigned test(s) for credit. The student may return to the classroom after completing their time served and finishing assigned work during this time period.

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. The 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 the 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 parents 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 or elected office- (Class Officer, Beta Club, National honor Society,SGA, FCA, or other elected positions). 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.

ATTENDANCE

- Students enrolled in Jackson Academy should be in attendance in for either a minimum of either 175 days per school year or the equivalent of 1,026 instructional hours for grades K-12.
- Stater law requires that all absences must be explained in a written note from parents. Upon returning to school after an absence, the student must bring written documentation for an excused absence to the front office signed by a parent, guardian, or trained professional staff upon returning to school.
- A written excuse from parents must be on file in the office no later than the second day a student returns to school or an unexcused absence will be given and will stand regardless of the reason.
- **A telephone call from the parents does not take the place of the written excuse. A note must be on file in the office.** Parent notes are limited to three per semester.
- In the event of extraordinary circumstances (for example, hospitalization or doctor's orders), documentation must be on file in the office in order for credit to be awarded.

EXCUSED ABSENCES

1. Student's illness or family illness temporarily requiring student's aid. Students with excessive absences due to illness must provide documentation from a physician.
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. Other situations as determined by the Headmaster
6. Advance parental request which constitutes extraordinary circumstances and is approved by the Headmaster in writing. 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. Vacations during the academic school year are discouraged due to missed direct classroom instruction time.
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.

UNEXCUSED ABSENCES

- Any absences not excused shall be considered unexcused.
- 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.**
- **Any student who has an unexcused absence from school will be given a zero for missed work in each class.**

HOMEWORK / 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.

Students should not be required to take more than two tests during any given class day. Teachers with students changing classes by periods should communicate their test schedules with each other on a weekly basis to prevent excessive tests during a given school day.

MISSED ASSIGNMENTS AND MAKE-UP WORK

- Students are responsible for making up all work missed when absent.
- **A student has a maximum of** 5 school days **(except in the case of an extended illness) to make up any daily work and tests missed due to an excused absence.**
- 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 5 school days to make up any missed work. A prearranged absence must be made before the day and time 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.

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*

- **Any student who exceeds 10 absences (excused and unexcused) in a semester in a class may be subject to failure in that class for the semester. A grade of 55 may be placed on the student's academic record for**

such failure and NO CREDIT WILL BE AWARDED. Students with more than 10 absences for the semester must provide appropriate documentation to the Headmaster.

- **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 are in attendance the entire school day. 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 7:48 A.M BELL.**
- 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.
- Three (3) unexcused tardies equal one (1) unexcused absence per class period.
- **Students are allowed ONLY 3 unexcused tardies per nine weeks.**
- PENALTIES FOR UNEXCUSED TARDINESS TO SCHOOL AND CLASS:
- On the fourth unexcused tardy, the student may be placed in detention. This detention may include times during school, before school, or after school. An excessive number of tardies may result in further disciplinary action taken by the Administration.
- A conference with the parents and administration may be necessary for students who have in excess of four tardies per nine weeks.

EXTRACURRICULAR ACTIVITIES AND SPORTS

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

EARLY DISMISSALS

- Students must sign out through the office with appropriate documentation or permission before leaving campus.
- **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.**
- Students who leave school after 11:30 a.m. will be counted absent for 1/2 a day.

DISMISSAL AT THE END OF THE SCHOOL DAY

- Grades 5-K THROUGH 6 students are dismissed at 2:50 p.m. and escorted to the designated pick-up area by their teachers.
- Grades 7-12 Students are dismissed at 3:00 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 the 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 that 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 form 7:50-8:00 a.m. to take 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 as important in the daily planner. All events going on the daily planner has to meet the headmaster's approval before 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. (See cell phone policy on p. 28)

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, and to provide adequate and nutritious lunches for our students.
- A weekly menu will be announced on EZ Lunch online on Friday before the upcoming week. .
- **Lunchroom charges should not exceed 100 dollars per family. Snacks may not be charged if account charges exceed $100. Families will be notified and may eventually locked out of EZ Lunch online if payment is not received. No one can pre-order food having a negative account balance.**
- **Alternate lunch meals will be provided if families fail to pre-order or accounts exceed $100 dollars per family in charges. No student will EVER be denied food.** These lunch meals could often include sandwiches.
- All students are required to eat their lunch in a designated area in te lunchrrom. 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
- Students are not allowed to leave the classroom during instructional time to pick up food in the cafeteria, front office, or any other designated area.

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 checking in at the front 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

- Students in grades 7-12 will be assigned a locker and number at the beginning of the school year.
- 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 if reasonable suspicion warrents.
- Only book bags or athletic bags should be left in hallways- for sanitary reasons food and/or drinks are prohibited and should not be left in hallways.
- Money or other confidential personal information should not be left in personal bags or lockers,rooms, or hallways.

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 discarded at the discretion of the school.

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. The school nurse will approve and dispense medication with parent approval per medical protocols..

BUSES (Field Trips / Athletic Trips)

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.
- Students are not allowed to sit in their vehicles on campus at any time.
- Students are not allowed to go to their vehicles without permission from the front office during school hours. Students must leave through the front door of the school upon gaining permission.
- 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
- Granted early dismissal for 2nd semester if seniors have enough credits for graduation with no major disciplinary referrals.

LEAVING THE CAMPUS DURING SCHOOL HOURS POLICY

- Students needing to leave campus during school hours must have parental or guardian permission prior to leaving campus.
- Students cannot leave campus without parental permission and must sign out in the front office prior to leaving.
- STUDENTS LEAVING SCHOOL WITHOUT PERMISSION SHALL BE AUTOMATICALLY SUSPENDED (either in-school or out-of-school) BY THE ADMINISTRATION. A PARENT SHALL BE PROMPTLY CALLED THAT DAY AND INFORMED.
- The office should keep the notes from parents on file for a year.

FLOWER DELIVERY POLICY

- Delivery of gifts, flowers, balloons, and other such items will be allowed on special occasions such as homecoming,Valentine's Day, birthdays, cheer try-outs, etc., however, the school reserves the right to set delivery times with local florists and businesses on certain school functions / occasions.

Jackson Academy Uniform Dress Code
2026-2027

SHIRTS

- **Monday – Thursday: Mandatory solid red, gray, black, or white polo-style (collared) shirts or performance tee shirts with the JA logo or school crest. (Shirt logo on left chest)**
- **Students are required to have one red polo shirt with school crest for special events. The Jackson Academy crest may only be purchased from vendors with school permission.**
- **Friday- Students may wear JA spirit shirts (including school clubs, events, and team sports) to support our teams and promote school pride.**
- **SPIRIT WEAR MUST REPRESENT JACKSON ACADEMY IN A POSITIVE MANNER. SHIRT GRAPHICS AND BACKGROUND COLORS MUST BE IN OFFICIAL SCHOOL COLORS (RED, WHITE, BLACK, OR GRAY).**
- Shirts from all vendors must use the official school Pantone colors: red 200c and gray 17-1403.
- Shirts must be tucked in or not hang below the waistline at the discretion of the administration.

PANTS / SHORTS / SKIRTS

- Khaki pants, shorts, and school-approved plaid skirts
- Khaki pants, Shorts, and skirts must be of appropriate length.
- Belts -black or brown with plain buckle, must be worn with pants having belt loops.

SOCKS & SHOES

- Any solid color dress or casual shoes in black or brown, or athletic shoes.
- Shoes must be closed-toe and closed-heel. (No crocs, slippers, or house shoes)
- Laces must be tied.
- Socks – school color plain socks or school-approved sports socks must be worn.

OUTERWEAR

- School-approved uniform shirts must be worn underneath sweatshirts, sweaters, and jackets.
- Crewneck sweatshirts should be solid red, white, black, or gray with school insignia or crest only. Hooded sweatshirts are allowed in the school building but cannot be pulled over one's head inside the school building.
- Solid red, black, or gray outerwear with appropriate school insignia and colors only may be worn. No other logos are allowed on school outerwear except school insignias and logo. Multi-color outerwear jackets (for example, camouflage) without school insignia or logos are not allowed inside the school building.

GUIDELINES/RULES

- Boys – entire face and neck must be clean-shaven.
- Boys - Hair length must be above collar and eyes and neat (at the discretion of administration)
- Boys – no earrings or visible tattoos. Tattoos must be covered during school hours or formal events.
- Girls - No visible body piercings other than ear piercings (no more than two pairs of earrings at a time) and no visible tattoos. Tattoos must be covered during school hours or formal events.
- No exercise shorts, leggings, or sweatpants should be worn in the building unless permission is granted for high school students during or after exercise training.
- No tight-fitting, baggy clothing, pants with holes, no low-rise or hiphugger bottoms.
- No sunglasses, hats, caps, visors, or other head coverings inside the school building.

OUT OF UNIFORM DAYS

- Out-of-uniform days are provided as an incentive to students for good behavior and fundraising activities. Appropriate dress is required and at the discretion of the administration.

FORMAL SCHOOL EVENTS

- The sponsors of school events will provide proper attire guidelines for formal events.

GAME DAY DRESS

- Game day dress for athletes must be pre-approved between the coaches and administration.

DISCIPLINARY PROCEDURES AND ACTIONS

Offense 1: Written warning by the administration.
Offense 2: Written warning and parents contacted by the administration. This may include changing clothes or bringing appropriate clothing to school.
Offense 3 and subsequent offenses: Disciplinary action taken by the administration.

Please note: These guidelines may be subject to change during the school year at the discretion of the school board and administration.

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 drugs and controlled substances.
   - Harmful effects of dangerous drugs.
   - Procedures for random testing.

2. Random Screening –
   - Jackson Academy will randomly test a percentage of its students, faculty, and support personnel.
   - These tests will be throughout the school year.
   - The Headmaster and Board Chairman will determine the drug tests 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 ensure 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 a 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

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; therefore, good behavior on the school's computer network is expected of all students. School rules for appropriate language and behavior will apply to the use of computers. Network storage areas may be treated like school lockers. Administrators may monitor files and communications to ensure 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 the 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 website should report that finding to a teacher so that steps may be taken to restrict the 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 online 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.

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/ Smart Watch 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 recognize that students and parents need to communicate with each other about things that 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 at 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, smartphones, and smartwatches by students; it has become necessary for Jackson Academy to adopt a cell phone/smartphone policy which is sensible and reasonable. However, it is necessary that students and parents understand the rules that **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/smartphones have to be used as a technological learning tool in the classroom. Teachers may implement the use of cell phones and smartphones (when appropriate) into their lessons through wonderful apps such as Edmodo and others.

Students will be instructed 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.

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.

- All faculty have the right to take up a student's cell phone / smart watch if instructional time is disrupted.

I. 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 7:48
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 and place them the proper designated areas.

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.

C. Students **must** keep phones in book bags, backpacks, tote bags or handbags, unless the classroom teacher's rule is that phones are to be placed in a designated area of the teacher's discretion.

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

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

F. 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.

G. Students MAY NEVER use phones to photograph/video record/ voice record <u>any person or activity on campus</u> 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.***

H. <u>All rules apply to use of the student's phone for:</u>

- 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.

II. 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.

III. VIOLATION OF THE CELL PHONE USAGE POLICY MAY RESULT IN THE FOLLOWING: phones may be taken from the student during class, for the rest of the school day, or until a parent meeting is scheduled. If the cell phone policy continues to be violated by the student, additional disciplinary actions may be taken by the administration.

Parents: Please do not text or call your students on their phones 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.

- **Any student who 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.

Social Media Policy
Board approved 11/ 14 /2023

The use of social media by students, staff, and parents of Jackson Academy should be conducted in a positive manner that reflects the high standards expected and set by Jackson Academy. Jackson Academy seeks to maintain a safe, Christian environment for our students, staff, and school family members. Please address the school staff and/or administration with any concerns or problems about your child or other school problems. The administration and school board request that your social media posts be only in a positive manner.

Jackson Academy has established the following consequences for the inappropriate use of social media.

Students who engage in any form of inappropriate social media (examples include but are not limited to harassment, negative posts, impersonation or trickery, illicit pictures, derogatory or inflammatory comments, etc.) in an inappropriate way toward a fellow student, teacher, staff, or about the institution of Jackson Academy itself, will be subject to the following disciplinary actions at the discretion of the administration and/or school board

Written reprimand, or in-school suspension, or out-of-school suspension, or expulsion.

Parents or Guardians of students at Jackson Academy, who engage in any form of social media in an inappropriate way or make derogatory or inflammatory comments towards a student, teacher, or staff member of Jackson Academy or about the institution of Jackson Academy itself, will be subject to the following disciplinary actions at the discretion of the administration and/or board of directors:

Written reprimand, or fines up to $500 dollars, or banned from school events, or expulsion.

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.



JA Athletic Policy
Rules / Regulations

- Attendance for Athletes- All athletes must attend school each day to participate in practice or games unless excused by school officials- (doctor appointments, school events, or other activities excused by the administration)

- Unsportsmanlike conduct game fines and penalties from the AISA: Any athlete, parent, or fan fined by the AISA for unsportsmanlike conduct must pay the fine or restrictions administered by the AISA. Jackson Academy is not responsible for the payment of these fines.

- Fan Unsportsmanlike Conduct during Games: Jackson Academy reserves the right to ask any fan to leave an athletic contest if the fan displays any behavior deemed unacceptable by the game administrator.

- Game / Practice for Fans / Parents

  No parents, grandparents, legal guardians, or fans may enter the field, court, dugouts, or fieldhouse at any time before, during, or after a game or practice without the coach's consent.

  No parent meetings or negative conversations with coaches before, during, or after games/practices.

  Any complaints, questions, or concerns should be addressed during school hours by contacting the Athletic Director. The Athletic Director will talk with coaches and then schedule meeting(s) with the coach and parent /fan if needed during school hours.

- Non-compliance with these procedures may result in but not limited to a fine or suspension from practice or games.

Jackson Academy Acknowledgement of Parent-Student Handbook

Parents: Please read the online version of our 2026-2027 student-parent handbook on our website page: www.jaeagles.com and return this form to the school office.

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 your son/daughter, please 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 social media, weapons, controlled substances, drug, and search policy sections of this Student–Parent Handbook as well as the suspension and expulsion provisions. **Parents are responsible for explaining this handbook to their students. Please note:** ***Jackson Academy's board of directors reserves the right to make school policy changes during the school year if needed.***

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 ***2026-2027***. IT WILL NOT EXCUSE ANY STUDENT'S NONCOMPLIANCE WITH THE JACKSON ACADEMY STUDENT-PARENT HANDBOOK POLICIES.

Please note that this policy handbook may be subject to be amended by the school board during the school year.

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.

I agree to abide by all school policies including cell phones (Apple watches, other communication devices), internet and other social media platforms.

Student's Signature: _____ Date: _____

Parent (Guardian) Signature: _____ Date: _____