



Student Handbook 2019 - 2020

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INTRODUCTION

This handbook has been written to provide information and policy guidance to students, parents and others interested in this school. This information is the result of input from the JDA's Board of Directors, administration, faculty, staff, parents, and students. It has been approved for use in accordance with school policy by the JDA Board of Directors.

SCHOOL PHILOSOPHY

JDA's philosophy of education is based on a commitment to help students develop to their fullest potential academically, aesthetically, emotionally, morally, physically, socially, and civically. JDA's faculty strives to help students reach this maturity by nurturing their individual gifts, providing vigorous training in the tools of learning, and offering opportunities for creative work and self-discipline. It is in this atmosphere promoting human growth and development, where excellence and responsibility are both encouraged and expected, that JDA seeks to develop our students into citizens capable of meeting the challenges of future society.

ACCESS TO AND USE OF SCHOOL PROPERTY

Only students, employees, and authorized representatives of JDA are allowed access to school facilities. All other individuals or groups must obtain clearance through the administrative office before visiting any area on campus. Persons on campus without proper clearance will be considered trespassers. All requests for use of school facilities must be made in writing and be approved by the Head of School.

ADMISSION POLICY

Students applying for admission to JDA may be interviewed by the Head of School or his/her designee. Applicants will be tested to establish grade level competency and will be required to submit their transcript(s) from the school(s) previously attended. Applicants will also be required to furnish up-to-date immunization records, a valid birth certificate, and a social security number. Applicants for kindergarten must be 5 years of age on or before Sept. 1, 2019. Applicants for first grade must be 6 years of age on or before Sept. 1, 2019. Applicants who have been dismissed from another school for poor academic or disciplinary records must be approved by the JDA Board of Directors before acceptance into the school. JDA accepts students of any race, color, national, religious, or ethnic origin. Furthermore, it recognizes an individual's sexual orientation at birth.

TUITION AND FEES

Tuition is set on an annual basis by the Board of Directors. Tuition is due the first day of each month and is payable in equal installments in accordance with the signed contract. A second and third child discount is available for students in grades 1-12. A family with four or more students may attend JDA for the price of three students' tuition. Tuition is considered past due on the 16th day of each month and a \$100 late fee may be applied to the family's tuition account. JDA reserves the right to dismiss from school any student

whose monthly tuition is 30 days past due. Any tuition not paid in full by the first day of the following month may result in the student(s) being removed from school until the tuition is paid in full. Additionally, JDA reserves the right to initiate legal proceedings, at its discretion, for the collection of tuition in arrears 30 or more days, including the right to initiate legal proceedings for nonperformance of the contract.

TESTING FEE

A \$25.00 testing fee will be charged to new applicants to the JDA for the administration of standardized aptitude testing.

ATHLETIC FEE

There is a \$75.00 annual fee for students participating in athletics. Additionally, athletes who return equipment late will be charged \$5.00/day.

CONTRACTUAL OBLIGATIONS

The area served by JDA will be determined by the residence of the students registered in the 2019-2020 contract year. The defining line of the “area served” will be the residence of the furthest school enrollee.

EXTENDED CARE

Extended care will be offered Monday-Thursday from 7:15 a.m. to 7:40 a.m. and 3:05 p.m. until 4:00 p.m. at no additional cost.

FACTS (Formerly RENWEB)

FACTS is the primary source administrators, teachers, and staff use to track attendance and student/family information. It also offers group email access, an online grade book, lesson plans, homework and test assignments, report cards and transcripts. Parents can buy the FACTS app for \$4.99 through an online app store.

ACADEMICS

As a college preparatory school, JDA provides curriculum which prepares its students for successful college careers. Success at both the school, and college, depends on each student’s effort to take maximum advantage of the educational opportunities offered at JDA. All core courses at the school are college preparatory courses, except for Flex English, Flex Math, and Business Math. While the school will take a parent’s request into consideration, final retention decisions will be made by the teacher(s) and the Head of School. Also, a student may be tested for ability level(s) at the request of the Head of School, with no parental signature required.

GRADUATION REQUIREMENTS

The school is on a six-period schedule and has a dual-track curriculum which results in the completion of either a **College Preparatory** diploma or **Standard** Diploma, respectively.

9. CREDITS REQUIRED FOR PROMOTION

Ninth Grade	6 credits
Tenth Grade	12 credits
Eleventh Grade	18 credits
Graduation	25 credits

COLLEGE PREP CURRICULUM:

Cumulative minimum credit requirements for promotions to next grade level in Upper School.

English	4 credits	English I-IV, including American Literature and English Literature
Math	4 credits	Algebra I-II, Geometry, Statistics
Science	3 credits	
Social Studies	3 credits	US History, World History, Government/Economics
Foreign language	2 credits 3 credits	Must be same language. Clemson and College of Charleston need 3 credits.
Physical education	1 credit	
Business computer Applications	1 credit	
Electives	7 credits	
TOTAL	25 CREDITS	

CREDITS REQUIRED FOR PROMOTION – CONTINUED

Requirements to receive a **STANDARD DIPLOMA** are listed below.

STANDARD CURRICULUM:

Cumulative minimum credit requirements for promotions to the next grade level in Upper School.

Ninth Grade	5 credits
Tenth Grade	10 credits
Eleventh Grade	15 credits
Graduation	24 credits

STANDARD DIPLOMA REQUIREMENTS

Students must have a minimum of 24 CREDITS as distributed below:

English	4 credits
Math	4 credits
Science	3 credits
Social Studies (US History, Government/Economics, 1 Social Studies elective)	3 credits
Foreign Language	1 credit
Physical Education	1 credit
Business computer applications	1 credit
Electives	7 credits
TOTAL	24 credits

SUBJECTS OFFERED FOR CREDIT

English I, English II, English III, English IV, Flex English, Algebra I, Algebra II, Geometry, Pre-calculus, Statistics, Flex Math I, Business Math, Bible History, World History, Civics, United States History, Government/Economics, Psychology/Sociology, Earth/Space Science, Biology I, Biology II, Physical Science, Chemistry, Spanish I, Spanish II, Spanish III, Computer Applications, Physical Education, Health, Art History, Speech, Teacher Cadet, and select college credit courses.

ADD/DROP A CLASS

Students will be allowed to add/drop a class during the first, FIVE days of school, without penalty, with administrative approval. Students will be given only four weeks to transfer from one class to another class. If a student changes to another class, the grades already given will transfer to the next class.

GRADING SYSTEM AND REPORTING FOR GRADES 1-12

Student grades will be reported each quarter. There are four, nine-week quarters in an academic year. Two quarters equal one semester. There are two semesters in an academic year.

Progress reports will be issued at the mid-point of each quarter and will require the signature of a parent/guardian before being returned to a teacher within three days. If reports are not turned in within three days, a penalty may occur. All grades on report cards and transcripts will be numerical. The percentages for corresponding letter grades are listed below:

GRADING SCALE
A = 90-100 percent
B = 80-89 percent
C = 70-79 percent
D = 60-69 percent
F = 59 percent and below

CALCULATING CLASS RANK/GRADE POINT AVERAGE (GPA) – GR. 9-12

The GPA earned by each student will be based on the 3-decimal point South Carolina Uniform Grading Scale. The conversion table on the following page is used to define letter grades and convert numerical course grades into quality points to calculate GPAs and class ranks. This calculation will be done at the end of the academic year for students in grades 9-12. There are also three courses, ALGEBRA 1, SPACE/EARTH SCIENCE, AND BIBLE HISTORY, offered in the 8th grade which will be given high school credit.

This following formula will be used to calculate a GPA:

$$\frac{\text{Sum (quality points X credits attempted)}}{\text{Sum of the credits attempted}}$$

Computation WILL NOT be rounded to a higher number.

This formula will yield each student's GPA, which will then be ranked from highest to lowest. For more specific information on how a GPA is calculated, please contact the guidance counselor.

10 Point Grading Scale

Numerical Average	Letter Grade	College Prep Weighting	Honors Weighting	Numerical Weighting
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100

(JDA uses the SC Uniform Grading Scale to determine GPA. Grades earned in all courses, including designated courses in eighth grade will be used to calculate a GPA)

HEADMASTER'S HONOR ROLL/"A" HONOR ROLL/"A-B" HONOR ROLL/AWARDS

FOR LOWER SCHOOL ONLY: To qualify for the Headmaster's Honor Roll each quarter, a student must have a 95 percent or above in each subject. To qualify for the "A" Honor Roll each quarter, a student must have a 90 and above percent in each subject. To qualify for the "A-B" Honor Roll each quarter, a student must have an 80 to 100 percent in each subject. Awards will also be given for Citizenship, Perfect Attendance, and Most Improved in each subject.

EXAM EXEMPTIONS

All students must take first semester exams. Students taking 7th through 12th grade subjects may be exempted from second semester exams with a 95 percent or above, overall, semester average. Students will not be exempted from an exam until notified by their teacher(s). Students must take exams during designated testing period.

VALEDICTORIAN AND SALUTATORIAN

These honors are open to students engaged in the College Prep diploma program and will be bestowed upon the seniors who have the highest and second highest academic averages, respectively, for all credit courses in grades 9-12. Additionally, the students must have attended JDA for the final four semesters of their high school careers and must graduate with their class. The final determination for these honors will be made at the conclusion of the final quarter of the second semester of the seniors' academic year. All semester grades, plus the fourth quarter grades, will be averaged to rank all remaining senior students.

MARSHALS

This honor is bestowed upon juniors who have the four highest academic averages, overall, for credit courses taken in high school. Additionally, Marshals must also have been in attendance at JDA for the previous two semesters.

SUMMER SCHOOL

No more than two courses may be repeated during a summer school session. All courses must be approved by the Head of School. Individual summer school credit(s) can be acquired through JDA upon approval from the Head of School. The course may be completed from a JDA teacher, through a SCISA accredited school, or at a regionally accredited summer school (i.e. S.A.C.S.). If attending a school other than the school, a student must receive, a score of 80 percent or higher, to receive a course credit. No recorded grade above a 70 will be entered for summer school grading.

HOMEWORK POLICY

Homework is defined as any preparation for class to be written, read, or reviewed outside of a class. We recognize that students rise when teachers regularly assign homework and students conscientiously do it. It is the teacher's responsibility to see that expectations for homework are clearly spelled out. The student is responsible for his/her daily preparation for each class.

AGENDAS

Students will use their agendas DAILY for assignments. This is mandatory for ALL students in grades 1-12. Parents are requested to check their student's agenda each afternoon for homework assignments, tests, or notes from the teacher.

ATTENDANCE

Regular attendance is necessary for a student to make satisfactory educational progress. Students will be expected to attend school regularly.

I. Attendance Policy

"Hear counsel, and receive instruction, that you may be wise." Proverbs 19:20

One of the keys to successful academic achievement is regular attendance, which is also required by state law. All school days on the academic calendar will be considered full days unless otherwise specified. A half day, which ends at 11:30 a.m., as well as activity days, will be considered compulsory attendance days. Please note attendance becomes a permanent part of a student's record.

II. Absences

1. Reporting back to school after absence(s)/48-hour rule

a. Upon returning to school after an absence(s) and in order to receive a valid excuse, the student should bring a signed note, detailing the cause of the absence(s), within **48 hours** from his/her doctor. The student will submit the excuse to his/her homeroom teacher to be submitted to the front office. A signed parental note **will not** be considered as a valid excused absence from school but will be retained for the student's records.

2. Excessive Absences

Upon a student's seventh absence from a class, an administrator will notify his/her parent(s)/guardian(s) by letter. Additionally, a parent conference may be requested.

a. Students absent for an extended period of time may be withdrawn. Reasonable means of notifying the parent will be made via a phone call, letter or a personal visitation. If there is no acceptable parent response by the end of the 15th consecutive day of notification, the student may be withdrawn.

b. Students who accumulate more than 10 days of unexcused absences per class per academic year will receive a failing grade of 59 percent with exception to the following circumstance: extreme sickness, death of an immediate family member, or an extensive family emergency. Each circumstance will be determined by a member of the administration. After the tenth absence, the Board of Directors may be notified and the student may be placed under academic review. Additionally, chronic illness requires an annual verification by a licensed physician. The designated administrator will review the documentation, render a decision, and notify the student, parent, and teacher(s).

3. Make-up Work Following an Absence

a. A student who has an absence will, by the end of the day of his/her return to school, make arrangements with the teacher(s) for any make-up work. It is the student's responsibility to make these arrangements.

b. Any students suspended out-of-school may make up any test or daily work missed within 5 school days.

c. Students will be allowed, at minimum, the same number of school days for make-up work, tests, and quizzes. Teachers may make allowances for extenuating circumstances.

d. Make-up work may be requested following the second day of absence. This request must take place by 9 a.m. so teachers can have ample time to prepare assignments prior to dismissal.

e. Student athletes must make arrangements for tests, quizzes, and homework with teachers at least one day in advance of any class going to be missed because an athletic event.

College Visitation Days

A total of **two** documented, excused, college visitation days will be allowed for students beginning in their junior year with continuation into their senior year. Proper documentation includes a letter with the institution's letterhead, as well as a signature from the institution's admissions office. (Armed Forces and vocational school visitations will also fall under this provision. These will not count as one of the ten absences that could lead to failure.) The Head of School may allow additional days when necessary. Parents are encouraged to notify the office at least three days in advance of the visitation.

III. Timeliness and Tardiness

"See then that you walk circumspectly...redeeming the time because the days are evil." Ephesians 5:15-16

1. Timeliness

The JDA school day begins promptly at 7:50 a.m. and ends at 3:05 p.m. Students arriving prior to 7:40 a.m. will report to the cafeteria. Students must be in the classroom and seated when the tardy bell rings. Students arrive after 7:50 a.m. MUST report to the office to receive a tardy slip. Students not picked up by 3:30 p.m. will go to the after-school program which ends promptly at 4 p.m. Additionally, students may not leave the campus without permission from a parent/guardian and the school. Students who leave early may not return to campus without permission from the Head of School.

2. Tardiness

Punctuality is a matter of primary importance in the education process. Students, when tardy, disrupt the educational process and jeopardize their own academic achievement.

- a. A student is considered tardy to school when he/she reaches first period after 7:50 a.m. or after the second bell for all subsequent classes. Each student may be issued three tardy slips per quarter, for each class, without penalty. Upon issuance of the fourth tardy, detention will be issued. After the fourth tardy, one absence will be added to the class.
- b. If a student is tardy due to a medical appointment, he/she must check in at the front office and present a valid excuse from the appropriate physician's office. The student will then be issued an "excused absence." If possible, such appointments should try to be scheduled after school hours.
- c. If a student misses 20 or minutes of a class, he/she will be considered absent.
- d. Continued tardiness will be considered a disciplinary matter and will be handled accordingly.
- e. Students must attend JDA for at least four class periods to participate in any extra-curricular activity.
- f. Students who are absent and return to school must present an admittance slip from the front office to his/her teacher. If the student fails to do so, he/she will be sent to back to the front office and a tardy will be issued.

STUDENT BEHAVIOR CONDUCT

Students are expected to conduct themselves with courtesy, honesty, and with respect for themselves and others. The rules enumerated below outline the general expectation of the school, but violations of the spirit as well as the letter of the policies, will be taken into account when an apparent violation of the rules has taken place. The board of directors reserves the right to dismiss any student from the school whose actions away from JDA can be disruptive to the overall school environment. JDA does not observe senior prank day. Violators will be subjected to disciplinary actions.

As a condition, rule and policy of being accepted into JDA whether as a new student or as a re-enrolling student, or to continue to be enrolled at the JDA during any school year, the parent(s) and student, are given notice, and agree to the rule that any on or off-campus conduct, which negatively affect the image, reputation, and good name of Jefferson Davis JDA, will be dealt with severely. The offending acts shall include any acts which are crimes, offenses, civil wrongs, acts against person or property, acts of moral turpitude, illicit acts by means of social media, acts showing a lack of conscience (example: bullying), and/or any other conduct or act which reflects negatively upon the JDA and the student body in the sole opinion of the administration. This includes such conduct or act, whether committed on campus or not, whether criminal charges or civil complaints are brought or not, and whether or not the student is later convicted or exonerated.

The primary reason for this policy, rule and condition being the provision of a safe and wholesome school environment, the encouragement of high moral standards for our students, and the continuation and perpetuation of the proud heritage of our mentor, Jefferson Davis, and of Jefferson Davis JDA.

DISCIPLINARY ACTION

JDA operates on three levels of rules in which the more serious offense carries more serious consequences. Additionally, repetitive minor offenses increase the seriousness with which the JDA regards the behavior. All rules apply to all students at any time on campus, in transit to or from school, on any school property, at any school function, or at any other time when students represent Jefferson Davis JDA.

In general, disciplinary matters for Upper School students will be handled by the Head of School upon notification of the misbehavior by a faculty or staff member. Level Three violations will be handled by the Head of School, who has sole authority to recommend expulsion to the board of directors. In the case of a Level Three or a Level Two violation, or at any other time when a student's behavior is cause for concern, the Head of School may request a conference with the student's parents or guardian. His/her disciplinary action will be based on the severity of the problem and any prior office referrals.

LEVEL THREE RULES

Violation of the following rules may result in expulsion. No exceptions will be made for rule 1; expulsion will be automatic.

1. Possession or use of illegal drugs or illegally obtained prescription drugs or drug paraphernalia.
2. Possession, use, or purchase of alcohol.
3. Possession of knives, explosives, firearms, or other weapons.
4. Physical or verbal abuse of any faculty or staff member (any type threat).
5. Hazing (bullying), as defined as repeated physical or verbal abuse of another student, such that the student no longer feels safe at school, will not be tolerated. Hazing (bullying) whether in a written or verbal form or with the use of electronic devices will result in automatic expulsion from the School.
6. Wanton or willful destruction of school property or of the property of others.
7. Theft.
8. Incompatibility, defined as flagrant or consistent defiance of the basic routine of the school.

9. Calling Sheriff's Department about: threats (written/verbal), sexting/illicit pictures, alcohol/drugs suspicion.
10. Sexual Harassment, consisting of verbal comments or physical contact will not be tolerated.
11. Any type of smoking, including electronic cigarettes.

LEVEL TWO RULES

Violation of these rules may result in suspension. Suspension may be served in-school or at home, depending on the circumstances. Multiple violations of these rules will be treated as a Level Three Offense:

1. Cheating of any kind, whether homework, classwork, or during testing.
2. Lying to a faculty or staff member.
3. Forging a teacher's or parent's signature, or changing grades on test, interim reports, or other school material.
4. Disrespect to any school official and students.
5. Skipping school or classes.
6. Leaving campus without permission.
7. Possession of tobacco in any form, including electronic cigarettes.
8. Possession of non-prescription or prescription drugs without permission.
9. Fighting, sexting, or possession or showing of illicit pictures on any media.
10. Abuse of note privilege.
11. Gambling.
12. Computer violations.
13. Possession of fireworks, lighters, or matches.
14. Deliberate disruption of a class from within or without the classroom.
15. Two Level One offenses become a Level Two offense.
16. Improper touching of others.
17. On gymnasium stage without staff/administration permission.
18. Being in the lower school without direct permission from staff/administration.

LEVEL ONE RULES

Violation of these rules will result in a teacher's detention. Repeated violation of these rules may cause the offense to be treated as a Level Two or Level Three violation.

1. Dress code violation.
2. Excessive tardiness.
3. Public display of affection.
4. Food and drink anywhere in the main buildings.
5. Electronic devices must be kept by the homeroom teacher at all times during school hours or they will be confiscated. Students may pay a fine to have phones returned. If the offense is repeated, the phone may be kept until the end of the school year.
6. Failure to attend required meetings or commitments.
7. Inappropriate language or behavior which offends others or disrupts a learning environment (examples: bullying, defacing bathroom or other areas, etc.)
8. Violation of other classroom rules established by the individual teacher
9. Tardiness to a class.
10. No gum is allowed in any building on campus.

DETENTION, SUSPENSION AND EXPULSION POLICIES

- a. Classroom detentions will be assigned by the classroom teachers for breaking a school or classroom rule, or for failure to complete classroom or homework assignments. This penalty is the student's loss of free time. To ensure time is well spent, the student may be required to work.
- b. Detentions with the teacher may be assigned on Friday from 8 a.m. to 12 p.m.
- c. Head of School's detention will be assigned by school administration.
- d. If a student cannot attend an assigned detention, he or she must make arrangements in advance with the Head of School to serve the detention at another time. However, detentions are a basic part of the school's conduct system and must be adhered to. Students or parents should only rarely request that a detention date be changed. Failure to report for a scheduled detention will result in increased penalties or disciplinary action. Out of school employment is no excuse for missing detention.
- e. Students receiving three Head of School detentions in one quarter will be suspended.
- f. Head of School's detention will be announced.
- g. Two detentions in one week with a Level 2 or 3 offense will result in a student suspension in the next scheduled school event. (i.e. sports, cheerleading, field trips, proms, etc.)

SUSPENSION

Suspensions will be served at the administrations' discretion. A student suspended on a school day will receive a daily grade zero for every subject. Tests and quizzes can be made up, but the highest score that can be made is 60.

EXPULSION

Student who is expelled from school is no longer allowed to attend classes, receive academic credit, or participate in any activities sponsored by Jefferson Davis Academy. Such a student's transcript will reflect grades earned in his/her last completed semester. In addition, to facilitate matriculation at another school, Jefferson Davis Academy will provide current averages in classes taken during the semester in which expulsion occurred. This policy shall not apply for students last completed semester. In addition, to facilitate matriculation at another school, the school will provide current averages in classes taken during the semester in which expulsion occurred. This policy will not apply for students expelled for drug offenses. Such students will receive no credit for their last semester of enrollment. The school transcript of a student who has been expelled will indicate the student's expulsion, but not the reason for the expulsion. Information regarding the circumstances of the student's expulsion will not be provided to the school with a written request to do so from: (1) the parents if the student is under the age of 18, or (2) the student if he/she is age 18 or older. The parents of an expelled student will receive a letter formally informing them of the expulsion. In addition, they will also receive a copy of this policy.

CELL PHONE POLICY

Students will be required to turn in their cell phones upon entering homeroom. They may retrieve their phones upon the conclusion of their day or when they leave campus for an early dismissal. At no time will students be allowed to be in possession of their phone during the school day. Violation consequences may be as follows:

First Offense: Cell phone returned to student after \$25 fine paid and his/her parent(s) contacted.

Second Offense: Cell phone returned to student after \$30 fine paid and his/her parent(s) contacted.

Third Offense: Cell phone returned to parent at parent conference. Loss of phone privilege on campus.

CHEATING/STEALING

Any student caught cheating will receive a zero and will be required to have his/her parent come to JDA for a conference with the Head of School. If a second offense occurs, the student and his/her parents will be required to meet with the Board of Directors for consideration of the student's suitability to continue attending JDA. Students guilty of stealing or being in possession of property not belonging to them will be subject to suspension or expulsion.

RIGHT TO SEARCH AND DRUG POLICY

In an effort to maintain a safe and drug free environment, The Board of Directors and school administration will use the right to search with the aid and use of the local law enforcement's drug canine. JDA reserves the right to randomly drug test its entire student body at any time. It also reserves the right to immediately test any student suspected of using drugs, or appears to be under the influence of drugs both on campus, or at a JDA-related event.

If a student is using medication that may show up on a drug screen, he/she must immediately produce a prescription bottle with his/her name on it along with a note from the prescribing physician in order to confirm the validity of the medication in question.

If a student tests positive for drugs, or if the test results are inconclusive, a secondary confirmation test must be obtained by 5 p.m. the same day the school test was administered. This test must be performed by the lab/ER department of the Allendale County Hospital.

Any student who refuses a drug test, or interferes with the testing process, will be immediately expelled. No exceptions. JDA has the right to search any student for any reason.

HALL PASSES

Students are required to have a pass from their teacher to be out of class during a class period. Students without proper passes will be considered to be out of class without permission. Students must have permission from the main office to go to the parking lots or the gymnasium between the hours of 7:50 a.m. - 3:05 p.m.

UPPER/LOWER SCHOOL/CAFETERIA ACCESS

UPPER SCHOOL STUDENTS WILL NOT BE ALLOWED IN THE LOWER SCHOOL WITHOUT PERMISSION. VIOLATORS WILL BE SUSPENDED FOR ONE DAY.

Students are expected to remain in the designated areas during lunch for proper supervision. Upper School students will be allowed access to both the cafeteria and the outside courtyard, with teacher permission. Students will NOT be permitted to

congregate in cafeteria hallway, the gymnasium, the athletic director's office, or the weight room during the lunch period.

VEHICLE PRIVILEGES

- a. Students in Grades 9-12 will be permitted to have cars at the school, but they will not be permitted to return to the vehicle during the school hours, without permission from the main office. Additionally, students will be required to exit their vehicles and enter the building upon arriving at school. Likewise, students will be expected to depart upon dismissal from their last class.
- b. Congregating in the parking before and after school is not allowed.
- c. Designated student parking is on the field across the street on the north end of the school.
- d. Students will not be permitted to drive, or park, along the driveway of the school during school hours, including the hour before and the hour after school.
- e. Students should drive slowly around campus since we have small children who may not be watching out for cars.
- f. Driving to school is a student privilege and can be revoked at any time for violating rules a-e above.

MEDICAL PROTOCOL

JDA will follow the SCDHEC School and Childcare Exclusion list which may be found at: www.scdhec.gov/health/child-teen-health/school-exclusion.

MEDICATION

A doctor's statement with a note from the parent requesting the administering of the prescribed medication needs to be filed with the school nurse designee. Students should take any medicines, prescribed or over-the-counter, to either the Upper or Lower School main offices, in a sealed bag. (Prescribed medicine must have the child's name and physician labeled on the bottle.) Enclose a signed, parental note with administration instructions.

Students that are injured, regardless of severity, must report the injury to the school nurse designee.

FEVER

Keep your student home for a fever of 101 degrees or higher by mouth, or 100 degrees or higher if taken under the arm. A student must be fever free for 24 hours, **WITHOUT**

THE USE OF MEDICATION, before being allowed to return to the classroom. (For example, if your child is sent home at 10 a.m. during the school day on a Monday, he/she may NOT return to campus on Tuesday morning.)

HEAD LICE POLICY

School policy states that a child sent home with an active head lice infestation as evidenced by lice and/or nits may not return to school until they meet the following conditions: (1) the student shows evidence of treatment as determined by the school nurse or designee, and (2) the student passes a physical screening by the school nurse or designee.

ASBESTOS

It has been determined that there is a minute amount of asbestos in the materials sprayed on the ceilings in the classrooms when they were installed. Do not disturb the ceilings in any manner.

CLUBS AND ORGANIZATIONS

Participation in extracurricular activities is encouraged at JDA. Along with varied sports programs, other activities include a Yearbook staff and a Student Council. Several clubs offer student opportunities for involvement. The Junior and Senior Beta Clubs, along with the National Honor Society, recognize superior scholastic achievement.

STUDENT OFFICERS

The student government must abide by the Student Council By-Laws of the school. In order to hold offices in other school organizations, a student must have a previous semester average of 85 or above. Additionally, officers must exhibit conduct becoming to a dignified JDA student and reviewed by the Head of School.

A student may not be treasurer of more than one class or club. A student may not hold a class office and serve as a student representative during the same year.

PROPER DRESS

School colors are red, royal blue, and white. Clothing may be purchased from the vendor of your choice. Please know that trying to address every problem that may arise with dress and grooming in written form is impossible. The Head of School can, at any time, require a student to change his/her grooming or dress if it is deemed inappropriate. Students dressed inappropriately will be sent home and marked absent for all classes missed.

YOUNG MEN UPPER SCHOOL

ACCEPTABLE	UNACCEPTABLE
All shoes must be closed toes with flat soles. Tennis shoes, deck shoes, mules, loafers, or boots	Flip flops, sandals, or open-toed shoes
Jewelry: Silver, gold and Jefferson Davis School colors only	No other school or college jewelry allowed. NO PIERCINGS.
Jackets/Coats/Sweatshirts/Hoodies: red, royal blue, or white (inside) (solid) Attire worn under MUST meet dress code.	Other colors are not allowed inside Jacket/hat/hood may not be worn on head inside the building. Hats are not allowed in any building from 7:45 a.m. - 3:30 p.m.
Shirts: red, royal blue, and white and be tucked in.	Tank tops Undershirts worn as outerwear No embroidery, except school logo, glitter, frayed trim, etc., on any clothing. No pictures, writing or color of any kind will be allowed.
Pants/Shorts: Khaki (straight leg, pleated and non-pleated) Belts required if pants have belt loops All bottoms must be worn at the natural waistline.	Jeans Cargo pants Athletic shorts or swimwear No embroidery, except school logo, glitter, frayed trim, etc., on any clothing Carpenter or corduroy
Appearance: No facial hair or sideburns below the middle of the ear Hair must be neat and clean All shirt tails must be tucked in	Facial hair Hair touching collar or over the eyes Extreme or punk hairstyles Unnatural hair colors Visible body piercing or tattoos Hats

YOUNG LADIES UPPER SCHOOL

ACCEPTABLE	UNACCEPTABLE
Shoes: All shoes must be closed toes with flat soles. Tennis shoes, deck shoes, mules, loafers, or boots	Flip flops, sandals, or shoes exposing toes. High heels (except on special dress-up days)
Jewelry: Silver, gold, and Jefferson Davis School colors only	No other school or college jewelry allowed. No Piercing, except ear.
Jackets/Coats/Sweatshirts/Hoodies: Red, royal blue, or white (inside) (solid) Attire worn under MUST meet dress code.	Other colors are not allowed inside the building. Jacket hat or hood may not be worn on head inside the building.
Dresses: Must be no shorter than 5 inches above the knee.	
Shirts: red, white, royal blue-solid color Sleeveless shirts should cover shoulders (4 finger wide)	Tank/halter/spaghetti straps/strapless tops No embroidery, except school logo. No glitter, frayed trim, etc. No pictures, writing or color. No cold shoulder
Pants/Shorts/Capri: Khaki (straight leg, pleated and non-pleated) All bottoms must be worn at the natural waistline. Shorts must be fingertip length.	Legging, jeggings, pajama jeans, skinny jeans Athletic shorts Carpenter or corduroy No embroidery, except school logo. No glitter, frayed trim, etc.,
Appearance: Hair neat and clean	Extreme or punk hairstyles, Unnatural hair colors Visible body piercing (except ear piercing) or tattoos

LOWER SCHOOL DRESS CODE

Shirts and Dresses: Solid red, white, royal blue, and JDA shirts in school colors. Boys are not required to tuck in shirts, but overall appearance must be neat. Belts are not required. Girls tops that are sleeveless should cover the shoulders - no spaghetti straps or cold shoulder tops are allowed.

Pants/Shorts/Skorts: Khaki

Shoes: No flip flops, open toed shoes, or sandals

ATHLETICS

The Academy recognizes the value of athletics to the development of young minds and bodies and, as such, supports these programs as an important part of the educational experience. Athletes will receive an additional handbook which must be followed. The administration, along with the athletic department, reserves the right to place athletes at the appropriate playing level. **Additionally, good sportsmanship is required of our athletes, students, and parents at all school and athletic functions.**

ACADEMIC REQUIREMENTS FOR PARTICIPATION

A student must pass at least five subjects each quarter to qualify for athletic participation for the next quarter. At the end of the school year, a student must have passed five subjects to be eligible to participate in the first quarter of the following school year. Up to two failed courses may be remediated at summer school.

GYMNATORIUM/PRACTICES/SUPERVISION

The gymnasium serves as both an auditorium and a gymnasium. The gymnasium is an unauthorized area for students without permission or under the proper supervision of a teacher or coach. Only soft-soled shoes should be worn on the playing area. There will be no mandatory practices held on Sundays.

ATHLETIC AWARD LETTER REQUIREMENTS

To receive an Athletic Award Letter, a student must play in at least one-half of the quarters, innings, matches, or meets of the sport in which he/she participated. Exceptions include students who were injured during participation in his/her particular sport. Additionally, seniors who have participated in the sport for at least two years are eligible for Athletic Award letters.

FALL AND WINTER SPORTS

All team sports begin and end its season, practice and playing dates, on a date established by the South Carolina Independent School Association. For example, basketball will not begin its season, including practice, until football season is completed. Players in ALL sports may be expected to participate in an off-season weight-training program.

SPRING SPORTS

A variety of spring sports are offered on the basis of participation and interest. Spring sports are important to our total school program and participants should dedicate themselves to their chosen sport. Players will follow the rules and guidelines as set by their coach(es) including attending practice, following training rules, dedication to the team, and performing to the best of their abilities.

COMPUTER TECHNOLOGY RESOURCES POLICY

JDA considers I.T. (I.T.) to be an integral part of education. In an effort to promote learning, prepare students for an increasingly technological workplace, and provide access to information, the school makes every effort to have computer resources and internet access available in classrooms. While the school has established acceptable use policies, it must be recognized that students may be able to access unacceptable material or communication from outside JDA's span of control. Users of the school's networks will be held responsible for their behavior and communications over the networks. Students will be expected to honor, and sign, the technology use agreement. Network administrators may at any time, without student knowledge or permission, review files and communication to maintain the system's integrity and ensure students are using it responsibly. Users should not expect files stored on school equipment to be private. Supervised student use of I.T. resources will be permitted upon the submission of signed permission/agreement forms by both parents/guardians of minor students (those 18 years or younger) and by students over the age of 18.

Students will be responsible for purchasing their own head phones for on-line classes.

ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES

- a. Users will not let other person use their name, log on, password or files for any reason (except for authorized staff members). Users will not reveal personal information about themselves or others (i.e., phone numbers, photos, or addresses) over the Internet.
- b. Users will not use it try to discover another user's password.
- c. Users will not erase, rename, view or make unusable anyone else's computer files/programs.
- d. Users will not use the computers, computer networks, printers or Internet access for any non-instructional or non-administrative purpose (i.e., games or activities for personal profit) without express permission from an administrator.
- e. Users will not copy, change, or transfer any software or documentation provided by the school, teachers or other students without permission from an administrator or the computer teacher.
- f. Users will not write, produce, copy, or attempt to introduce any computer code designed to self-replicate, damage or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a virus.
- g. Users will not intentionally damage the system or components of the system, damage information belonging to others, or misuse systems resources.
- h. Users will not deliberately use the computers to annoy, harass, or intimidate others with language, images, or threat.

- i. Users will be allowed access to I.T. and Internet access only if a permission form signed by both the student and parent/guardian is on file at the school.
- j. Internet access by a student will be allowed only under the direct supervision of a staff member.
- k. Users will not deliberately access or create any obscene or objectionable information, language or images such as indecent, vulgar, profane, or lewd materials or advertisements. Violation of this item can result in legal action by local, state, or federal authorities.
- l. Users will not access social media platforms on the internet without the express permission of an administrator, staff member, or teacher and will only do so when related specifically to school projects.
- m. Users will not send unauthorized e-mail or send e-mail that is threatening, intimidating or harassing to any other user, locally or globally. User in receipt of such e-mail will report it immediately to an administrator, staff member, or teacher.
- n. Users will not download files from the Internet without permission from an administrator, classroom teacher or staff member.
- o. Users will not check personal e-mail sent to their home computers on school computers. Unauthorized checking of personal e-mail may result in disciplinary action.
- p. Use of I.T. systems at JDA is a privilege, not a right. Violation of the policies and procedures concerning the use of I.T. may result in disciplinary action.
- q. Users may not add or remove equipment from the network without prior approval from the network administrator.

INCLEMENT WEATHER POLICY

In the event of inclement weather, tune into Allendale's radio station (WDOG 93.5), JDA's website at www.jeffersondavisacademy.info , www.thepeoplesentinel.com, or your local television news outlets.

Weather make-up days will be at the discretion of SCISA and JDA.

STUDENT-PARENT COMPLIANCE STATEMENT

Both the student and his/her parent/guardian should read the JDA Student Handbook in its entirety and return the portion below, with verifying signatures, to the front office by August 29, 2019.

Compliance Statement: I have read and understand the regulations (and penalties for their infractions) and agree to assist the school in seeing that my child(ren) abide(s) by the contents of the JDA Student Handbook.

SIGNATURE(S)	DATE
Parent/guardian (1):	
Parent/guardian (2):	
Student (1):	
Student (2):	
Student (3):	
Student (4):	
Student (5):	
Student (6):	

PLEASE NOTE: THIS HANDBOOK IS SUBJECT TO REVISION AT ANY TIME.

Who We Are

Jefferson Davis Academy, founded in 1965, is an independent, co-educational day school. The college preparatory curriculum is enhanced by research, observation, and writing. JDA offers classes for grades K3-12 and has been continuously accredited by the SC Association of Independent Schools since 1969. It attained an advanced accreditation certification in 1989.

Motto

As president of the Confederate States of America, Jefferson Davis, is documented to have acted with dignity, sincerity, and strict devotion to constitutional principle, from which JDA adopted its motto

Alma Mater

These halls that echo with laughter and joy are filled with learning too.
May we never, wherever we go, lose sight of they purpose true.

CHORUS:

O Jefferson Davis, thy praises we sing, and honor we give to thee;
For the school we love our voices ring, for thee, our loyalty.

Written by Mrs. Betsy Turnipseed

Contact Us

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