

Board Policies & Procedures & Student Handbook



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HISTORY

Thomas Jefferson Academy is the successor to a merger between Stapleton Academy of Stapleton, Georgia and Bartow Academy of Bartow, Georgia. Both original schools were organized by groups of concerned parents and businessmen during the spring of 1970. Their desire for educational institutions bore fruit, and as other concerned parents and individuals joined them, it became possible for these two schools to open their doors to students in September of 1970.

Over the years the need for a centralized school that could serve the needs of the entire community was felt. After many meetings of both Boards of Trustees and months of hard work, these two schools merged to form Thomas Jefferson Academy.

From September, 1976 through most of March, 1977, this school was housed on two campuses. Grades one through five used the Stapleton facilities, and grades six through twelve used the Bartow facilities. A closely related kindergarten was also operated at the Stapleton site.

Recognizing the need to bring the school together, a drive was started to raise funds to build a new plant at a central location. The people of Jefferson County rallied to the cause, and a united effort achieved miraculous results. Out of the cooperative effort, the new building and campus became a reality in March of 1977. The two campuses moved to the new plant on Saturday, March 26, and the classrooms were ready for school to open on Monday morning, March 28. Such a move was no small task, and to those of us who observed and were involved, it seemed a miracle of working together to accomplish the almost impossible.

The process of accreditation of our lower and upper school [programs was begun with the Georgia Accrediting Commission in 1975. The school is now fully accredited with the G.A.C.

Thomas Jefferson Academy is operated as a non-profit, tax-exempt organization which is chartered by the state of Georgia. As such, the corporate bylaws state, "There shall be no discrimination for admission to any school we may operate on account of race, color, creed or national origin."

INTRODUCTION

This handbook has been written to give parents and students an outline of the objectives, principles, and rules of our schools. We ask that you keep this handbook in a convenient place so that you may use it for reference throughout the school year. Please read this book in its entirety. Familiarity with the contents of this book will eliminate much uncertainty and answer most of your questions. The handbook is not all inclusive, and therefore additions or deletions may be made. Questions pertaining to policy or rules should be directed to the Head of School.

MISSION

Thomas Jefferson Academy is a college preparatory school dedicated to providing each student with a quality education in a safe and nurturing learning environment. In partnership with its students, families, and community, Thomas Jefferson Academy continues the proud tradition of rigorous academic programs, athletics, literary and extracurricular activities with an emphasis on developing Christian character while preparing our students to be lifelong learners who positively contribute to society.

VISION

Thomas Jefferson Academy is committed to focusing on high expectations and providing rich opportunities for student success while creating a community of respect and responsibility. Thomas Jefferson Academy is committed to providing a learning environment that supports the physical, intellectual, emotional, and social success of all students. Curriculum will include engaging, collaborative, and standards-based courses, with a focus on the learner, provided by qualified instructors.

GUIDING PRINCIPALS

- provide a college preparatory environment dedicated to developing students who are motivated to excel in life;
- inspire all students to pursue academic excellence, take pride in their work, develop leadership skills, and celebrate their achievements;
- motivate students to become independent thinkers, to set and achieve goals, and to be accountable for their actions;
- provide a Christian environment where students are encouraged to develop their own personal faith
- complement the academic program with a wide range of activities to develop the mind, body, and spirit of each student which create an atmosphere where students enjoy learning and develop lifelong relationships;
- respect the unique value of each member of the school community;
- expect and encourage all faculty, staff, and students to lead lives of honor, integrity, and high moral and Biblical values at all times;
- believe that diversity and global awareness enrich the learning experience; and
- demonstrate a concern for the welfare of others through grade appropriate outreach programs.

TRANSGENDER POLICY

The standards of student conduct have been developed to ensure that a Christ-centered environment permeates the learning atmosphere of Thomas Jefferson Academy. In keeping with our mission statement and guiding principles, the board of directors, students, faculty, and administration alike will conduct oneself in accordance within his/her God created gender as stated on the state certified birth certificate issued at birth by: (a) dressing in conformance with one's biological sex, (b) participating in athletics conforming with one's biological sex. Thomas Jefferson Academy believes that God wonderfully and immutably creates each person, male and female, and these distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27). The Administration reserves the right to dismiss a student who, in their judgement, does not conform either to the stated regulations of student conduct or to the expressed philosophy, mission and policies of Thomas Jefferson Academy.

BOARD OF DIRECTORS

Thomas Jefferson Academy is governed by a nine-member Board of Directors. The Board is elected by the parents of students that attend Thomas Jefferson Academy. Three members are chosen to represent the norther area; three are chosen to represent the central area, and three are chosen from the southern area. The terms of office are three years and are staggered so that one member from each area comes up for election each year. This election is held in May with the selected members taking office in June.

The members of the Board of Directors receive no compensation for the services. Any vacancy arising from the death or resignation of a member or other cause will be filled by the remaining members of the said Board by majority vote.

The Board of Directors shall hold regular meetings at least once a month. At the first regular meeting of the new Board of Directors, the Directors shall elect from among themselves a chairman, vice-chairman, secretary, treasurer, and any other officer determined necessary by the Board. The nine standing committees of the Board shall be: (1) Finance Committee; (2) Admissions and Rules Committee; (3) Transportation Committee; (4) Recruitment/PR Committee; (5) Buildings and Grounds Committee; (6) Faculty, Personnel and Curriculum Committee; (7) Fundraising Committee; (8) Athletics Committee; (9) Lunchroom Committee.

GENERAL INFORMATION

Thomas Jefferson Academy reserves the right to interpret the contents of the Handbook including the rules and regulations governing the academic and non-academic conduct of students. Thomas Jefferson Academy reserves the right to modify and/or amend the contents of this Handbook at any time during the school year. If any written modification or amendment will be distributed to the students and parents.

SOCIAL MEDIA POLICY

The use of social media by individuals affiliated with Thomas Jefferson Academy is widespread and common in today's society. Social media can be a very powerful, positive, and effective means of communication; however, improper use and inappropriate use of social media can be very damaging, carry legal implications, and/or be considered an infringement of third party rights. Consistent with existing policies, Thomas Jefferson Academy reserves the right to dismiss any student who chooses to do harm to the school and/or its' constituents through the misuse of social media or whose parent and/or other family members choose to do harm to the school and/or its' constituents through the misuse of social media.

ADMISSIONS POLICY

Thomas Jefferson Academy accepts applications from students of all races, creeds, and national origins.

Thomas Jefferson Academy is a non-sectarian, non-discriminatory institution. Students are accepted on the basis of a multifaceted admissions program which includes: An admissions test, letters of recommendation, evaluations by a student's current teachers and administration, reviews of transcripts, behavioral records, standardized test scores, and an admissions interview.

Married students are not admitted to Thomas Jefferson Academy or kept on active rolls. Students who are pregnant, have a child, or have fathered a child are not admitted or allowed to continue enrollment at Thomas Jefferson Academy.

Pupils who transfer to TJA from other school systems will need to have the transcripts and achievement records. We will secure a copy of their records, which must show the transferee to be a student in good standing. The school reserves the right to administer tests to determine learning ability whenever such tests are thought necessary.

TUITION

Tuition is set each year by the Board of Directors. It is their purpose to keep costs as low as possible and still maintain a full program of highest quality.

Contracts for enrollment may be cancelled only in the event that the residence of the student enrolled herein shall be removed from the area served by the school. **Therefore, the parents are responsible for the total tuition if the child is withdrawn once a contract is signed.** If it is necessary to collect a contract/fees, parents assume responsibility of all costs.

A STUDENT MAY NOT BE READMITTED UNTIL ALL PAST DUE TUITION AND FEES ARE PAID.

SCHOOL FINANCES

Finances relating to all inter-school contests and all other school sponsored activities must be handled as other school funds are handled.

SOLICITATION OF FUNDS

Any solicitation of funds or collection of money in the name of Thomas Jefferson Academy must have the recommendation of the Head of School and approval of the Board of Directors. Fund-raising projects, solicitation of funds, or collection of money, when approved, may be carried out by those designed by Board approval. School-affiliated groups, such as PTO and Boosters Club, are deemed to have continuous, automatic approval unless the Board of Directors has especially ruled otherwise.

ADMINISTRATION

The Board of Directors is the policy-making body. Execution of policy is under the direction of the school's administration composed of a Head of School, Assistant Head of School, Athletic Director, and the Guidance Counselor.

The Head of School has jurisdiction over all school functions. He/she is required to meet the professional qualification for the chief school administrator and hold the appropriate certification. He/She shall at all times conduct himself/herself in an appropriate professional manner and endeavor to maintain good public relations with the general public.

All administrative staff members are responsible to the Head of School.

COMMUNICABLE DISEASE POLICY

A student, faculty or staff member who is diagnosed as having any communicable disease or illness that may be harmful or contagious to others will be suspended from Thomas Jefferson Academy until the condition is no longer a hazard. Each case will be handled separately and a decision made by the Head of School, a medical consultant, and/or the Board of Directors. The school reserves the right to require a medical evaluation.

RIGHT TO SEARCH POLICY

Thomas Jefferson Academy reserves the right to search the person, property, cell phone or automobile of any Thomas Jefferson Academy student on campus or attending a school-sponsored event at any time there is any reason to believe that the student may be concealing illegal or potentially dangerous objects, instruments, drugs, chemicals, or other substances it believes may be illegal or potentially dangerous. This right is reserved to protect the student body at large and will be employed with discretion.

FACULTY

Members of the faculty of Thomas Jefferson Academy are required to hold valid teaching certification from the State Department of Education or meet the requirements of the Georgia Accrediting Commission. Teachers are assigned teaching duties within their areas of expertise, and salary schedule for all personnel is set by the Head of school. Teachers are assigned teaching duties within their areas of expertise, and the salary schedule for all personnel is set by the Head of School. Teachers in special areas such as coaches, librarian, guidance counselor, etc., are required to be qualified in their special areas.

PARENT-TEACHER ORGANIZATION

Thomas Jefferson Academy has a very active parent-teacher organization. With their hard work and dedication, this organization supports the various extracurricular activities of the school and serves as a body to support the total school program and to provide opportunities for parents and patrons to be active in their support of the school. They also serve to provide social opportunities and fellowship among our students, teachers, and parents. The organization meets monthly for the months of August through May. Officers are elected once a year, usually at the May meeting, with the new officers assuming office at the August meeting. Any parents or friends interested in TJA may join.

LIBRARY

A library is basically a place for “getting people together with books.” Our library strives to do this and more. It tries to provide materials for all subjects and interests as well as furnish information on standing interests. Through its reference tools, indexes, bibliographies, and catalogs, information and knowledge may be explored. It is necessary, therefore, for teachers as well as students to learn to use the library effectively.

An effort is being made in our library to teach the use of the library and its materials to supplement the information given by the teachers in the classroom.

The school library should be a reading center, a place for enjoying books, for investigating problems, and for using all kinds of materials. Learning cannot, and should not, be confined to books alone.

The library is a place for browsing, studying, and reading for pleasure; therefore, we expect an atmosphere of quiet to prevail at all times. The library is not a place for talking and visiting with friends.

The library, in order to function effectively for all students, must have an orderly procedure. Books may be checked out for one week, but rechecked until the student has completed the book.

Students are responsible for each book they check out; therefore, students who lose or damage a book must pay for the book. Certain books may be placed on special reserve.

Internet service is not to be used by students or faculty members for personal use.

CAFETERIA

The school makes a hot lunch available to students in the school lunchroom. A dining area is provided for those students purchasing lunch and for students who bring their own lunches. Students who bring lunch may purchase milk or other beverages and any other items available through the lunchroom. **STUDENTS SHOULD BRING A LUNCH WITH THEM IN THE MORNINGS OR BUY IN THE LUNCHROOM.**

The cafeteria is operated for your convenience. Each student is expected to practice the general rules of good manners, observe good dining room standards at the table, leave the surrounding area clean and orderly, replace chairs, and put trash in proper containers. **STUDENTS MAY NOT LEAVE THE CAFETERIA WHILE EATING OR CARRYING FOOD, AND ALL LUNCHES (EVEN THOSE BROUGHT FROM HOME) MUST BE EATEN IN THE CAFETERIA** with the exception to those who have Junior/Senior Privileges. No student will be excused to leave from school grounds during the lunch period, without the permission of the Head of School.

The lunchroom report is prepared the first thing each morning so the school will know who will be eating in the lunchroom and how much food to prepare.

TRANSPORTATION

When the school operates buses, students riding a bus pay a family monthly fee. Our buses come under the appropriate state regulations, and the disciplining of students while on the bus is the jurisdiction of the school. As such, the school supports the following regulations:

1. The bus driver is in complete charge of his/her bus.
2. Bus drivers are to deal with children in a friendly, but firm manner at all times.
3. Problems of a serious nature must be reported promptly to the Head of School.
4. The Head of School will take up the matter with the student, and if necessary, the parents.
5. Bus drivers will stop only at designated areas while enroute to and from school.

RULES FOR BUS RIDERS

1. Remain seated at all times when bus is in motion.
2. Do not throw trash or any objects on the bus or out the window.
3. Keep hands and head inside of bus at all times.
4. Stay seated until the bus comes to a full stop.
5. No profanity, vulgar language or obscene gestures allowed on the bus.
6. No yelling or screaming allowed.
7. Bus drivers reserve the right to assign seating.
8. Riders will stay in assigned seats. You are responsible for the seat you sit in.
9. Do not put feet in aisle, especially when someone is getting on or off the bus.
10. Dispose of personal trash in trash cans.
11. No talking to the driver unless it is absolutely necessary.

ACADEMIC INFORMATION

STUDENT POLICIES AND INFORMATION

Enrollment at Thomas Jefferson Academy necessitates acceptance of the school's expectations of behavior, scholarship, morals and dress. Students who fail to live up to these expectations will be subject to disciplinary measures. Violation of school policies can bring about suspension of a student by the Head of School and dismissal by the Board of directors, even on the first offense.

CURRICULUM AND GRADUATION REQUIREMENTS

Thomas Jefferson Academy is organized on grade patterns. Kindergarten through grade five. Kindergarten through grade five are self-contained. Grades six through eight are departmentalized. The upper school follows the traditional departmentalization pattern. Physical education is required for all students, kindergarten through nine, unless exempted by the Head of School or a change is made in the curriculum.

Elementary students receive instruction in all basic subjects. The upper school curriculum provides an Honors program and a college prep program.

The following courses will be offered.

English I	Pre-Algebra	American History
English II	Algebra I	World Geography
English III	Algebra II	World History
English IV	Algebra III	American Government
Honors English	Geometry	Geography
AP Psychology	Trig/Advanced Math	Psychology
Foreign Language	Pre-Calculus	Sociology
Physical Science	Calculus	Current Events
Chemistry	AP Calculus	Accounting
Biology I	Economics	Computer Applications
Anatomy	Advanced Algebra	Global Issues
Physical Education	Human Performance	Health
AP Language/Comp	Personal Finance	Environmental Science
	Public Speaking	AP Environmental Science
	Human Geography	AP Human Geography
		College Readiness
		Exercise Science

STUDENT CLASSIFICATION

Freshman: Must have successfully completed eighth grade.

Sophomore: 4 units (9th grade English required).

Junior: 10 units (10th grade English required).

Senior: 15 units (11th grade English required).

Exceptions may be made at the discretion of the Head of School.

LENGTH OF SCHOOL YEAR AND DAY

These are set by the Board of Directors upon recommendation of the Head of School. The school year is 1080 hours, exclusive of holidays. The school day is at least six hours, exclusive of lunch and recess. Kindergarten is operated for the full day.

ADMISSION REQUIREMENTS

In order to enter K3, a child must be 3 years old on or before October 1 of that school year. In order to enter K4, a child must be 4 years old on or before October 1 of that school year. In order to enter kindergarten a child must be 5 years old on or before October 1 of that school year. Current State Immunization requirements must be met. **BIRTH CERTIFICATE AND IMMUNIZATION RECORDS MUST BE PRESENTED WHEN ENROLLING YOUR CHILD.** In addition, they must have eye and ear examinations, all of which must be evidenced by either the local health department or other family physician.

A written application form must be completed by all students for admission. If there are more applications for admission than vacancies, applications will be considered in the following order:

1. Siblings of students or alumni who have been students of the Academy for one year or longer will be considered.
2. Transfer students from other schools of the Independent School Association or other private schools approved by the Board of Directors.
3. Other applicants will be considered in order of application dates.

Pupils who transfer to TJA from other school systems must present transcript and achievement records. We will secure a copy of their records, which must show the transferee to be a student in good standing. The school reserves the right to administer tests to determine learning ability whenever such tests are thought necessary. Transferees must have a clean discipline record.

CHANGE OF COURSES

High school students are given one week after school begins to make necessary adjustments to their schedules, provided they have secured approval from the counselor. After the first week of school, no changes will be made, unless such a change has been recommended by the administration.

GRADING SYSTEM

The minimum passing grade will be seventy.

90-100 A

80-89 B

70-79 C

Below 70 – Failure

PROMOTION AND RETENTION

Promotions are made annually, but special promotions may be made in exceptional cases during the year with the consenting approval of the parents, teachers, Head of School, and counselor.

Promotions are made on the basis of the ability of the pupil to do the work of the next grade and for the welfare of the individual. A student may be retained when the evidence of his/her ability,

understanding, and/or actual work performance would indicate that it would be detrimental for them to proceed to the next grade level.

When teachers of students believe that a student needs to be retained, a conference will be scheduled. This conference will include the teacher, the Head of School, and the parents of the student involved, and counselor. The final decision will be made by the counselor and the Head of School.

Students failing three subjects are automatically retained. A student, who fails math, literature, or English, must pass a summer school course or be tutored in order to be promoted to the next grade.

Rationale: The subjects listed above are subjects that build from one level to the next and from one year to the next. When a student fails, for example, math during one year, it is almost impossible for him/her to pass math at the next higher level. This difficulty increases at the upper school level.

Students will be off track for graduation.

COMMUNITY SERVICE HOURS

1. All community service hours must be performed outside of the school day, and must be signed off on by someone in a supervisory position. Sheets will be provided for each student.
2. All seniors must have completed 55 hours of community service before they are allowed to receive their diploma. Seniors must also have 35 hours completed before the senior year begins (1st day of classes) in order to receive their senior privileges.
3. All juniors must have completed 15 hours of community service by their junior year begins (1st day of classes).

SENIOR PRIVILEGES

1. Allowed to leave campus for lunch daily with permission form filled out by parent or guardian
2. Allowed to eat lunch in courtyard at tables daily
3. Allowed to eat in the courtyard at break daily
4. Allowed to leave school 5 minutes early each day (2:55pm on full days & 11:55am on half days)

MODIFIED HOURS AND PRIVILEGE HOURS FOR NEW STUDENTS IN THE 11TH AND 12TH GRADES

1. Incoming Seniors will be required to have 40 hours of community service completed in order to receive their diplomas.
2. Incoming Juniors will need 20 hours of community service completed by their first day of classes their senior year in order to receive their Senior Privileges.

REPORT CARDS/PROGRESS REPORTS

Progress reports will be sent home after the 1st and 3rd quarters. Report cards will be sent home after the 2nd and 4th quarters, which are the ends of the 1st and 2nd semesters.

CHANGING CLASSES

Students in grades 6 through 12 are given 3 minutes to change classes. Students are requested to move directly to their classes without delay. This is not a time to stand and socialize.

WITHDRAWALS AND TRANSFERS

In case of a transfer or withdrawal, a transfer form just be obtained from the counselor. All books must be returned. All tuition or fees must be paid before credits are transferred to another school and before transcripts are released.

GUIDANCE AND COUNSELING

The main purpose of our school guidance counselor is to serve you. Students are encouraged to become familiar with the services available. These services include personal and career counseling, helping you plan your upper school course work, giving information on education and training beyond upper school, explaining academic standings, helping resolve scheduling conflicts, and providing scholarship and financial information.

The guidance counselor is also responsible for administering required tests.

TESTING

Students in grades K5, 1, 2, 3, 4, 5, and 8 take the complete battery of the Iowa Test of Basic skills. Students in grades 8-11 may choose to take the PSAT, which is given at Thomas Jefferson Academy. Any upper student may take the Scholastic Aptitude Test as many times as they choose on their own. Students and their parents must register online for the SAT at their own discretion. Thomas Jefferson Academy's guidance counselor's office will provide dates, times, and deadlines; however, it is the student's responsibility to choose where and when he/she will take the SAT.

SUGGESTIONS TO COLLEGE PREPARATORY STUDENTS

Intelligent, careful and continuous planning is vitally important for students who desire to attend college or who seek to further their education after upper school. From their freshman year students should make a habit of consulting the college catalogues and directories located in the guidance office.

By the time a student is planning subjects for his junior year, he should have some idea crystallized about the type of college he/she wishes to attend. Early application is urged.

During the early part of the senior year, application forms to three or four colleges should be completed.

Students, especially seniors, should plan to consult with the Director of Guidance, at their own convenience, concerning information and aid in the following areas:

1. Qualifications for college
2. Information about individual colleges
3. Selection of college
4. Making applications
5. College visitations
6. Entrance requirements

7. Entrance examinations (including those conducted by the College Entrance Examinations Board)
8. Scholarships
9. Costs
10. HOPE Scholarships

ACADEMIC PROGRAMS

HONORS PROGRAM

- (4) Units of Honors English
- (5) units of math (4 units must be Honors or AP Math)
- (4) units of science (Physical Science, Biology, Chemistry, and Anatomy)
- (5) units of social sciences (one must be American Government/Economics)
- (2) units of foreign language
- (2) units of computer applications
- (1) unit of physical education/health
- (3) electives
- (26) TOTAL UNITS REQUIRED

COLLEGE PERPARATORY PROGRAM

- (4) Units of English
- (5) Units of math (Algebra I, II, & III, Advanced Algebra, and Geometry)
- (4) units of science
- (5) units of social sciences (one must be American Government/ Economics)
- (2) units of foreign language
- (2) units of computer applications
- (1) unit of physical education/health
- (2) electives
- (25) TOTAL UNITS REQUIRED

Our Valedictorian and Salutatorian will come from the Honors program. The Valedictorian and Salutatorian will be selected from the student having the highest overall average in the “core” curriculum classes and second highest overall average in the “core” curriculum. (“Core” curriculum is defined as the following list of subjects: English, Math, Science, Social Science, and Foreign Language.) **A STUDENT MUST ATTEND THOMAS JEFFERSON ACADEMY’S HIGH SCHOOL FOR HIS/HER JUNIOR AND SENIOR YEARS TO BE ELIGIBLE TO BE VALEDICTORIAN OR SALUTATORIAN.**

HOMEWORK

Homework, a part of Thomas Jefferson Academy’s academic emphasis, should always be done neatly, accurately, and on time. It will be given by classroom teachers for specific purposes. Each student will be expected to complete the assigned homework. A systematic orderly method of keeping homework assignments will be taught by the teachers.

REPORT CARDS

Report cards are issued at the end of each semester by the teacher of each class in which a student is enrolled. Parents are asked to review the report cards with their child and to consult with the teacher if they wish. If parents wish to consult with a teacher, contact the guidance counselor to set up an appointment.

HONORS COURSES

A weight of 5 points is applied to grades in honor classes. A weight of 10 points is applied to grades in AP classes.

PARENT-TEACHER CONFERENCES

Believing that the school is an extension of the home, Thomas Jefferson Academy recognizes the importance of the home and school working together to obtain the academic growth of for the child. Communication between the school and the home is essential in avoiding misunderstandings; however, should misunderstandings arise, the appropriate teacher should be contacted. If the problem cannot be resolved, a meeting with the parent, the teacher, counselor, and the Head of School should be arranged.

By following the chain of command, problems can be handled decently and in order. Never gossip, slander, or talk about problems with people who are not involved. We ask that all staff, teachers, students, and parents adhere to this policy.

EXAMINATIONS

Major examinations are given each semester. These are cumulative; that is, they cover all material since the beginning of the semester with attention on the more recent material. All students in grades 6-8 will be required to take semester exams in all courses.

Exam Exemption: Exemptions will be determined at the end of the 1st and 2nd semesters. Any student who has a 90 or above average in a course for each nine weeks period, including the 4th nine weeks, may exempt the exam for that semester. This rule will apply for students in grades 9-12.

HONORS DAY

Scholastic honors certificates are awarded to students who have remained on the Distinguished Head of School's list, Head of School's list, and Honor roll for 3 consecutive nine weeks. These awards are made at an annual awards program.

Distinguished Head of School's list – to be eligible, a student must maintain a 95 average or higher in each subject on his/her report card.

Head of School's list – to be eligible, a student must maintain a 90 average or higher in each subject on his/her report card.

Honor Roll – to be eligible, a student must maintain an 85 average or higher in each subject on his/her report card.

Certificates for perfect attendance are awarded by the homeroom teacher to any of the Honor Rolls or receive honors on Honors Day.

Students who fail any subject for a nine-week period will be ineligible to be named to any of the Honor Rolls or receive honors on Honors Day.

SPECIAL AWARDS

Listed below are numerous awards given at TJA and their requirements. Others may be added at a later time.

JUSTIN LAMB COURAGE AWARD

award is given in memory of Justin Lamb;
presented to an individual who has displayed courage and bravery during a time of need.

9TH GRADE

J.B. POLHILL, JR. CITIZENSHIP/LEADERSHIP AWARD

criteria for award set by Kiwanis club;
must be in the 9th, 10th, 11th, or 12th grades;
selection made by Head of School – one student; (good leader, good citizen, “B” overall average;
community work; participate in school activities (sports, literary, clubs, class officers, etc.);
“be an outstanding young American”

10TH GRADE

J.B. POLHILL, JR. CITIZENSHIP/LEADERSHIP AWARD

-see criteria listed above

11TH GRADE

J.B. POLHILL, JR. CITIZENSHIP/LEADERSHIP AWARD

-see criteria listed above

UNIVERSITY OF GEORGIA CERTIFICATE OF MERIT

highest grade point average;
top 5 % of class;
criteria set by University of Georgia

WASHINGTON TRIP

sponsored by Jefferson EMC;
criteria set by them;
essay has to be written;
one student selected

12TH GRADE

VALEDICTORIAN

highest academic average in core classes in the Honors Program for four years of upper school.
The selection will be made by the Guidance Counselor at the end of the 3rd nine-week period of the Senior year. The Valedictorian must have attended Junior and Senior years of upper school at TJA to be eligible for this award.

SALUTATORIAN

Second highest academic average in core classes in the Honors Program for four years of upper

school. The Salutatorian must have attended junior and Senior years of upper school at TJA to be eligible for this award.

STAR STUDENT

Score highest on SAT on one test date (taken during a specified time period). SAT scores must be equal to or higher than the latest available national scores.

J.B. POHILL, JR CITIZENSHIP/LEADERSHIP AWARD

- see previous listed criteria

DAUGHTERS OF THE AMERICAN REVOLUTION (D.A.R.) GOOD CITIZEN AWARD

criteria set by D.A.R;

one student selected by administration;

must meet the following requirements;

(1) Dependability; (2) service (in school and outside); (3) leadership (in school and outside);
(4) patriotism

HONOR GRADUATE

Selected during the 3rd nine weeks of Senior year by Guidance Counselor; must have a cumulative high school average of 90 in all core classes in the Honors Program. Students who join Thomas Jefferson Academy after their Freshman year in high school will be evaluated by the Guidance Counselor to determine whether or not the Honors Program is the correct placement for the student. If the Honors Program is determined to be the best placement for the incoming student, that student will be eligible to be an honor graduate if they meet the above stated requirements during their Senior year. The final decision will be made by the Head of School.

PRESIDENTIAL ACADEMIC AWARDS

must score 85% or above in the math and verbal section of the SAT

GEORGIA MINING SCHOLARSHIPS

criteria set by China Clay and Georgia Mining;

selection made by them;

several can apply;

based on financial need;

grade point average and SAT

BETA CLUB SCHOLARSHIP

must meet Beta Club requirements and criteria;

Beta Club member;

Talk to Guidance Counselor or Beta Club sponsor

EAST GEORGIA COLLEGE SCHOLARSHIP

criteria set by them;

must attend East Georgia College:

talk to Guidance Counselor

WOODMEN OF THE WORLD AMERICAN GOVERNMENT AWARD

given to a graduating senior who plans to attend the college for further education;
highest average in American Government

STONE WALL LODGE #98 MASONIC SCHOLARSHIP

have been accepted for admission to an accredited college;
attained a minimum of 3.0 GPA;
take the SAT;
recommendation from the counselor and faculty member and approval from the principal

B.J. JONES SPIRIT AWARD

presented to one senior individual at graduation (either girl or boy);
selections are made by upper school faculty members;
athletics and academics are NOT a basis for this award;
award presented to a graduating senior who embodies school spirit by supporting money making projects, club involvement, and supporting athletic events;
criteria set by the Jones/Cox family

PAMELA GIBSON MEMORIAL SCHOLARSHIP

given to a student who possesses the same character qualities that Pam possessed. The student chosen to receive the scholarship should be an outgoing person who demonstrates good Christian morals and a desire to succeed. The recipient should be involved in extracurricular activities at Thomas Jefferson Academy as well as volunteer work throughout the community. He/she should display leadership qualities to his/her peers and superiors. Most of all, the recipient should demonstrate a strong love and affection for Thomas Jefferson Academy like Pam did.

WENDY'S HIGH SCHOOL HEISMAN NOMINEE

award given to a senior boy or girl who excels in academics and sports

WAYNE BATTLE AWARD

recognizes a well-rounded graduating senior who demonstrates leadership and innovative thinking and who commits to giving 100% of his or her ability to academics, extracurricular activities, and most importantly, the support of family, friends, and Thomas Jefferson Academy;
selection made by upper school faculty members;
criteria set by the Battle family

GRADUATION FEES

No student will be awarded a diploma unless all tuition and graduation fees have been paid.

SUMMER SCHOOL

Students will be allowed to make up no more than two (2) credits in grades 9-12 in summer school. Each course must be at least 120 clock hours per Georgia Accrediting Commission.

A student cannot take a course at another school if course is offered at TJA summer school. The student must have a recommendation under whom he/she failed the course.

If a course is not offered at TJA summer school and the course is taken by the student at another school, the course must be approved by the Head of School prior to taking the course and may require a TJA examination for credit. The maximum grade will be recorded as a 70 when taken in summer school. The failure grade will remain on the transcript and be averaged in the overall four-year average.

ABSENCES

ONLY ILLNESS, DOCTOR'S APPOINTMENTS, AND DEATHS IN THE IMMEDIATE FAMILY ARE EXCUSED ABSENCES. All other absences are UNEXCUSED. Doctor's appointments will require a signed "Return to School" permit for the absence to be excused.

Parents wishing to have an absence excused that does not fall into the above category **MAY SUBMIT A WRITTEN REQUEST ONE WEEK IN ADVANCE TO THE HEAD OF SCHOOL** The Head of School will determine if the activity justifies granting an excused absence.

Parental permission does not automatically constitute an excused absence or tardiness.

A student cannot miss over a total of 10 unexcused school days or class periods, and receive credit for the course. Students who miss ten days, whether excused or unexcused will be required, along with parents, to meet with the Head of School in order to be allowed to return to school.

To be counted present, a student must be at school by 11:00 a.m. Any student who misses more than half of a class period will be counted as absent for that class period.

Students with unexcused absences will receive a zero in all classes missed even if no test or daily grades are taken by the teacher.

Following an absence, regardless of the reason, every student should bring a note by the student's parents or guardian and should include the dates absent and the reason for the absence. **NO NOTES WILL BE ACCEPTED AFTER THE DAY OF RETURN. The absence(s) will be documented as unexcused if student does not turn in a note the day upon return. No phone calls or texts from parents will be accepted.** If a test has been assigned two or more days before the absence, the student will be required to take the test upon returning to school. THE STUDENT WILL ALSO BE RESPONSIBLE FOR ANY BOOKS OR CLASS NOTES NEEDED TO STUDY FOR THE TEST.

After 10 days, a doctor's excuse will be required for the absence to be excused. During semester exams, no absences will be excused without a doctor's form.

Teachers will cooperate in sending home material that the students have missed. Teachers must be given 4 hours advance notice to prepare make-up assignments for the parent or sibling to pick up in the front office. NO assignment will be faxed to parents or students. The student is responsible for obtaining class notes from a classmate.

An example of a note from a parent is:

Date: _____

To Whom It May Concern,

Please excuse my son/daughter _____ for absences
on _____ (date absent).

Reason: _____

(signature of parent or guardian)

There will be absentee forms that each student will be responsible for picking up from the front office. These forms are to be filled out ahead of time when a student knows they will be missing class. Each teacher will fill out their portion of the form, informing the student what they will be missing in their absence. Each teacher will either sign or initial the form.

TARDINESS

The school day begins at 7:55 a.m.

The school day ends at 3:00 p.m.

Tardiness to each individual class will be documented by teachers.

1. Students are allowed eight (8) tardies per semester. After eight unexcused tardies, the student must perform an After School Work Detail that is set at the discretion of the Head of School.
2. Each student that is tardy must sign in at the front office so that he or she may be marked present on the attendance register.
3. The discretion of excused or unexcused tardies will be decided by the Head of School or Assistant Head of School at the time of the tardy and not any time thereafter.
4. **NO NOTES WILL BE ACCEPTED AFTER THE DAY OF A TARDY.** Tardies will be documented as unexcused if student does not turn in a note the day upon return. **No phone calls or texts from parents will be accepted.**

EARLY DEPARTURE

No student will be allowed to leave campus without a written off-campus permit signed by the Head of School or a person designated by the Head of School. No permit will be given without a note from parents. Then, an early departure form (for sickness, athletic, literary events, or doctor's appointments) will be obtained from the office. The student is responsible for having each teacher whose class he/she will miss and the homeroom teacher sign the form. He/She is also responsible for obtaining all assignments and books before leaving school.

Students leaving campus are required to complete and/or make-up all assignments and work for the classes they missed. A zero will be given the next day for all work that is not completed. **Students are responsible for obtaining all assignments and books before leaving school.**

After all teachers have signed the form and all assignments have been received, the student must sign the sign-out sheet in the office and **GIVE THEIR SIGNED EARLY DEPARTURE FORM TO THE OFFICE.** Students leaving school for a doctor or dentist appointment must turn in a "Return to School" form from the doctor or dentist's office.

RELEASE OF STUDENT TO PERSONS OTHER THAN PARENTS

Normally, a student will not be released during the day to anyone other than a parent or guardian. This includes allowing a child to enter a vehicle of another adult after school has been dismissed. This is for the child's protection and is not intended to place a hardship on any parent.

There will be times during the year when parents will want a friend, neighbor, etc., to pick up their child after school or during school hours for some reason. This is particularly true in cases of cooperation between parents in developing car pools, etc.

Each parent, in anticipation of this occurrence, should furnish the school with the list of those persons (adults) who have been granted this permission. This may be done on a yearly basis or may be accomplished as the situation arises.

COLLEGE VISITATIONS

Seniors are allowed three visits (total) to college campuses. Normally these visits will occur during the senior year of upper school. However, junior students may also visit colleges as the situation deems necessary. No visits scheduled after the first Monday in May of the school year will be excused. Students who visit a college campus must do the following in order for the absence to be excused:

1. Bring a note from a parent giving permission for visitation
2. Not must be approved by the guidance counselor
3. Have each teacher sign the note
4. Return the note to the guidance counselor
5. All requests must be turned in 7 days prior to visitation and must be approved by the guidance counselor
6. Physical proof that the official visit to the college was made (admissions material, official letter from the college) must be submitted to the guidance counselor on the day the student returns to school

EXTRA-CURRICULAR INFORMATION

Thomas Jefferson Academy is a member of the Georgia Independent School Association (GISA) and the Georgia Accrediting Commission (GAC). As such, we are subject to the rules and regulations of both bodies.

CLUBS AND CLASS ACTIVITIES

Thomas Jefferson Academy encourages students' participation in a reasonable number of club activities that have been approved by the Head of School and/or the Board of Directors. Each club must have a student advisor, preferably a member of the faculty.

Clubs now available at TJA have been listed under the section for extra-curricular activities.

EXTRA-CURRICULAR ACTIVITIES

Grades 6-8	Athletics
	Jr. Beta Club
	Jr. FCA
	Games Club
	Garden Club
	Girls Club
	Service Club
Grades 9-12	Athletics
	Beta Club
	Literary/One Act Play/ Drama Club
	FCA
	Key Club
	Nutrition & Fitness Club
	Service Club

LITERARY ACTIVITIES

Debate	Essay
One-Act Play	Solo
Extemporaneous Speaking	Trio
Spelling	Quartet
Oral interpretation	Piano

STUDENT GOVERNMENT

Thomas Jefferson Academy sponsors an active student government. Two representatives are chosen from each grade, nine through twelve. Candidates must maintain an overall average of 80 or above. Officers are elected from qualified members from grades nine through twelve. Officers are a president, vice president, and secretary-treasurer.

STUDENT ELIGIBILITY

To be eligible to participate in literary and athletic events, students must meet the eligibility requirements of the GISA/GIAA and Thomas Jefferson Academy. The GISA/GIAA requirements state that students must pass at least five subjects in the previous semester to be eligible to participate in the semester that follows. This applies to upper school and junior high students in grades 6-12. No student can be eligible who has reached his/her 19th birthday prior to May 1st preceding the school year of participation. By GISA/GIAA rules, a student entering the ninth grade has eight consecutive semesters of eligibility, regardless of other requirements.

THOMAS JEFFERSON ACADEMY REQUIREMENTS

Students who are participating in athletic or literary activities must pass five subjects each semester. Students will be governed by the GISA regulations at the close of each semester. This applies to upper school and junior high students in grade 6-12.

STUDENT PARTICIPATION

Students must attend school four periods in order to participate in an athletic or literary event (or any other school event after school) that has been scheduled for the day. Lunch and break do not count as a period. A slip from the doctor's office is required before the student will have an excused tardy. If a student leaves school during the day, they must have a doctor's excuse or an approved reason (determined by the Head or Asst. Head of School) to return and be eligible for after school participation. This includes practices, games, literary, etc. If a student is too sick to attend school, they certainly should not be able to compete in a literary or sports activity.

Extreme exceptions may be granted by the Head or Asst. Head of School.

Athletes, literary participants, and cheerleaders shall abide by the following rules of the GISA. In addition, the student must be in good standing at TJA in both areas of academics and discipline. An ineligible player is not allowed to play in any game whether practice game or regularly scheduled game. Such ineligibility applies to Varsity teams as well as junior varsity teams. If any ineligible student is allowed to participate, the school involved will be subject to suspension. To be eligible, a student must meet all of the above requirements.

ATHLETICS

Thomas Jefferson Academy participates in a wide range of interscholastic athletic events including:

Varsity Football	Baseball
JV-Team Football	JV-Team Baseball
Junior Pro Football	Girls Softball
Varsity Girls & Boys Basketball	JV-Team Softball
JV-Team Girls & Boys Basketball	Boys & Girls Tennis
Junior Pro Basketball	Track
Golf	Bass Fishing
Clay Targets	Cross Country

The athletic Director will supervise these activities and see that these are run properly. Our athletic program operates from its own profits and Booster Club's contributions.

Concessions and gate receipts are recorded by the Booster Club.

Athletic awards will be given at the Sports Banquet. All players of all teams will be recognized. Players receiving All-Region and All-State honors will be presented awards. All seniors who have participated in Varsity athletics during senior year will receive a senior plaque.

ATHLETIC FINES

Each school is fully responsible for a conduct of its players, coaches, and spectators. Schools will be fined by the GISA for any such improper conduct on which any individual does not behave properly. In addition to fines, any individual involved in any misconduct is subject to be banned from future contests by the GISA or Thomas Jefferson Academy. During an athletic event, any adult causing a technical foul must pay the fine if the school is fined.

TJA ATHLETIC BOOSTER CLUB

The Thomas Jefferson Academy Booster Club is composed of parents who are interested in supporting the athletic department. Their goal is to maintain a quality program. This program is financed by Booster Club fundraising projects. **NO TUITION MONEY IS SPENT ON THE ATHLETIC FACILITIES, UNIFORMS, OR EQUIPMENT.** With their hard work and dedication, the Booster Club has made our facility one of the best in the GISA. Thomas Jefferson Academy gives a special thanks to each Booster Club member for the time spent to make TJA athletics the best.

SCHEDULING OF SCHOOL FUNCTIONS

All school functions – academic, athletic, or social – will be cleared and scheduled through the Head of School’s office.

DANCES

All dances held at Thomas Jefferson Academy are for our students and their guests. We do not have “open” dances. All dances must have prior approval by the Head of School.

1. All students are expected to wear appropriate clothing in accordance with the established school dress code or required dress code.
2. Smoking or the use of any type of tobacco is not permitted in the school or on school grounds. Any use of drugs or alcohol is prohibited.
3. All eating will take place in the cafeteria or in the place designated.
4. If a student leaves a dance without permission, he or she will not be readmitted.
5. No student will be admitted one hour after the start of the dance unless prior permission has been given by the advisor of the organization sponsoring the dance.
6. Transportation home must be available immediately after the dance. The building will be closed to students fifteen minutes after the end of the dance.
7. Special guests may be permitted to attend the dance provided these guidelines are followed:
 - a. Guest applications must be obtained from the advisor sponsoring the dance.
 - b. All guests will follow the dress standard for the Thomas Jefferson Academy students.
 - c. No same gender couples are allowed to attend in accordance with our mission statement and our guiding principles.
 - d. Thomas Jefferson Academy students will be responsible for the behavior of their guests.
 - e. All outside guest must be approved by the Head of School.

*Those failing to adhere to the guidelines will not be admitted to or asked to leave the dance.

DISCIPLINARY INFORMATION

DISCIPLINE

A goal of Thomas Jefferson Academy is to encourage independence and responsibility in which is characteristic of a mature person. Since an orderly atmosphere is essential if learning is to take place, the guidelines are for the common good of the entire school.

1. A constant respect for persons, whether they be teachers, other students, visitors, or others, is a basic requirement at the Academy.
2. A respect for personal and communal property is a visible sign of this respect.
3. An atmosphere of quiet must be maintained to create a situation conducive to learning.

Each student is responsible for his/her actions while on school property (including campus or bus), in class, or attending any school-related activity or function. Each student, therefore, must recognize that school rules must be adhered to, and that his/her actions in any school-related situations are to be such a nature that reasonable safety of all related persons prevails. **No attempt will be made to explain every aspect of desired student's conduct.**

COMMON COURTESY TO ADULTS

While at school, students are expected to address adults as "Mr." or "Miss" or "Mrs." Or "Coach." This applies from kindergarten through twelfth grade. Regardless of personal taste in the matter, the school policy requires this.

All students at Thomas Jefferson Academy are responsible to and will obey all faculty members regardless of grade level. **THERE WILL BE NO EXCEPTIONS TO THIS RULE.**

SCHOOL POLICY

Thomas Jefferson Academy is administered to the interest of the school community at large. **RULES AND REGULATIONS ARE A NECESSARY PART OF ANY COMMUNITY, AND IT IS IMPORTANT WHEN THE STUDENT ENTERS SCHOOL THAT BOTH HE/SHE AND HIS/HER PARENTS UNDERSTAND THAT THEY HAVE ENTERED INTO A CONTRACT IN WHICH THEY AGREE TO SUPPORT THE POLICIES OF THE SCHOOL.** It should be further understood that the school reserves the right to request withdrawal of any student whose influence is considered harmful and whose attitude is detrimental to the school. Once a student is accepted and has demonstrated a desire to be a good citizen and a good student, the school will make every reasonable effort to see that he/she completes his/her school year in a successful way.

LOWER SCHOOL DISCIPLINE

CONSEQUENCES

The school employs a range of disciplinary actions including verbal and written warnings, time out, in-school suspension, suspension, and dismissal. Students may be placed on Probation Status, which is a notice that any future offenses may lead to further disciplinary action up to and including dismissal.

STUDENT OFFENSES

The following are deemed serious enough that a student involved may be suspended, placed on Warned Status, or dismissed from Thomas Jefferson Academy. This is not intended to be an exhaustive list. As with all disciplinary decisions, the Head of School makes the final determination in consultation with the Assistant Head of School and Lower School Director.

- Behavior so consistently disruptive that it diminishes the educational experience of others
- Bullying or harassment of any type, including through Social Media
- Inappropriate use of personal technology devices
- Creating a fire hazard or tampering with fire or other safety equipment
- Insubordination or disrespectful behavior
- Repeated violations of the honor code
- Behavior which discredits Thomas Jefferson Academy
- Any behavior which puts other students, or the student him/herself in danger
- Destruction of school or personal property

HIGH SCHOOL & MIDDLE SCHOOL DISCIPLINE

MINOR & MAJOR SCHOOL INFRACTIONS

Disciplinary infractions will be dealt with in the categories of Minor and Major infractions. All Minor infractions will be dealt with using a Demerit system. If a student receives (10) demerits in a given quarter, the Head of School or Assistant Head of School will notify the student's parents. The student will be assigned an after school work detail, which will last for 2 hours. That work detail will be scheduled by the Head of School and Assistant Head of School and they will notify the parents and student. Every (4) demerits after the first (10) will result in another after school work detail. If a student receives (20+) demerits in a quarter they will be considered a Habitual Offender and will now be held to our 3 strike policy under the Major Infractions section.

After each quarter all students with demerits will have their demerits cleared, and start fresh for the next quarter, adhering to the above policy. If there continues to be excessive demerits by any given student, the Head of School may deem greater punishments under the 3 strike policy, in the Major Infractions section (being considered a habitual offender). Thomas Jefferson is a learning environment, and students deserve to learn in an environment free from distractions and disturbances.

MINOR INFRACTIONS

The following is a guideline for the administration of discipline, but it is not to be considered definitive.

1. Dress Code & Profanity

(For Dress Code violations, the offense will be immediately corrected on campus. If a student chooses to leave school to correct the offense, zeroes will be given for every class missed until said student returns.)

1 st Offense	Warning
2 nd Offense	30 – minute work detail
3 rd Offense	1- Hour Work Detail
4 th Offense	1-day In School Suspension*
5 th Offense	2-day In School Suspension*
6 th Offense	1-day Out of School Suspension**
7 th Offense	1-day Out of School Suspension**

*50s received on all assignments during In School Suspension

**0s received on all assignments during Out of School Suspension

2. Cell Phone Infraction

(Follow Dress Code & Profanity guidelines with the exception of keeping the phone until the end of the school day.)

3. Skipping Class/Leaving Campus without Permission/Disrespect to teachers, staff, or classmates /Defacing school property

1 st Offense	1-hour Work Detail
2 nd Offense	1-day In School Suspension*
3 rd Offense	2-day In School Suspension*

- | | |
|--|----------------------------------|
| 4 th Offense | 1-day Out of School Suspension** |
| 5 th Offense | 2-day Out of School Suspension** |
| *50s received on all assignments during In School Suspension | |
| **0s received on all assignments during Out of School Suspension | |
4. Excessive Tardies

(8) tardies	30-minute Work Detail
(9) tardies	1-hour Work Detail
(10) tardies	1-day In School Suspension
(11) tardies	2-day In School Suspension
(12+) tardies	1-day Out of School Suspension
 5. Cheating on any assignment, including tests, exams, and/or projects, quizzes, HW, or in class workAutomatic 5 days Work Detail
 - *Student receives a zero on work caught cheating on
 - *Student may arrive late to sports practice.
 6. Miscellaneous Infractions
 - At the discretion of the Head of SchoolTBD

MAJOR INFRACTIONS

If a student commits a violation that is deemed a Major Infraction, they will be held to our 3 strike policy. The 3 strike policy starts over at the beginning of each school year unless 2 strikes have been given. If a student ends the year with 2 strikes, they are put on probation for the following school year and start the years with 2 strikes against him/her.

- | | |
|--|--------------------------------|
| <u>1st Strike</u> | 3-day In School Suspension |
| *50% (at best) on all assignments while in ISS | |
| <u>2nd Strike</u> | 3-day Out of School Suspension |
| *number of days is up to the Head of School | |
| **0% on all assignments while serving OSS | |
| <u>3rd Strike</u> | Expulsion from School |

Major Infractions Include

1. Fighting on school grounds (or a function TJ is represented at)
2. Blatant Disrespect to teachers, staff, and other TJ family
3. Habitual Offender of Minor Infractions
4. Drugs or Alcohol (punishment at discretion of Head of School)
5. Firearms on School Property (punishment at discretion of head of School)
6. Bullying/Harassment
7. Tobacco/vaping (use or possession of any paraphernalia for use – juul, pods, cigarettes, cigars, etc.)

AFTER SCHOOL WORK DETAIL

Parents will be advised when a student is given After School Work Detail and why. The Head of School, upon the recommendation of the faculty or staff members, will assign students to After School

Work Detail for infractions of the rules or policies of the school. FAILURE TO ATTEND After School Work Detail will be grounds for suspension or expulsion. A student must be on time. The time and date are set at the Head of School's discretion.

HONOR OFFENSES

Each Thomas Jefferson Academy student must sign an Honor Pledge at the beginning of the school year. By signing this pledge, the student is pledging that he/she will neither give nor receive help on any assignment. When a student violates the honor pledge, he/she is guilty of an honor offense. Students guilty of honor offenses may incur penalties up to and including suspension on the first offense and expulsion for subsequent offenses.

Honor code offenses include:

1. Lying, stealing or being dishonest.
2. Cheating on any exam, test, quiz, research paper, term paper, or assignment in class or out of class (Student will receive a zero for the assignment).
3. Plagiarism, which is the attempt to claim the work words, structure, or ideas of another as one's own. All work taken from another, including quotations, paraphrasing, or sentence structure must be properly cited (Student will receive a zero for the assignment).
4. Copying or loaning any form of assigned work – both the loaner and the copier are guilty (Both students will receive a zero for the assignment).
5. Improper classroom procedure – the appearance of cheating due to the improper conduct or poor judgement of the student. Students who give their teachers the appearance of cheating or other forms of dishonesty are also guilty of an honor code offense.

DISCIPLINARY PROBATION

Disciplinary probation is official notification by the school that a student's conduct is unacceptable. If a student is assigned disciplinary probation, any further infraction of school policy could lead to immediate dismissal.

SUSPENSION

Suspension will be determined by the Head of School. Suspension is a serious form of discipline and will be used only in very serious cases. Students who are suspended cannot participate or attend any school activity until the end of the suspension. ZEROS WILL BE GIVEN IN ALL CLASSES MISSED – REGARDLESS OF TEST OR HOMEWORK. When a student is suspended, they are not allowed on campus for the days that the suspension covers. Suspension becomes a part of a student's permanent records. Students who are suspended will automatically be placed on probation.

EXPULSION

Expulsion will be determined by the Head of School. Expulsion is the most serious form of discipline and will be used in extreme cases. Students who are expelled can only be reinstated to the school by action of the Board of Directors upon the recommendation of the Head of School.

CLASSROOM & SCHOOL DISCIPLINE

The teacher will handle minor disciplinary offenses. In severe situations, students may be sent to the office.

SCHOOL PROPERTY

1. Textbooks are furnished to each student and must be kept covered. These books are the property of Thomas Jefferson Academy and must be given the best care at all times. All books that are damaged or lost are to be paid for by the student.
2. Each student is expected to assume responsibility for the care of all school property (desks, books, walls, etc.).

AUTOMOBILES & OTHER VEHICLES

Students without a valid driver's license are not allowed to bring motor vehicles on campus. A learner's license is not a valid license. Students must park in the designated area, and a vehicle is not to be moved without special permission until the student is dismissed from school. Students may not return to cars during school hours unless permission is given by the Head of School. Students wishing to drive a golf cart to school must have a waiver signed by a parent or guardian and may not transport any other student unless the other student is a sibling.

RADIOS, CD PLAYERS, AND PLAYING CARDS

Students are not allowed to bring radios, CD players, hand-held games, or playing cards to school unless they have been asked to do so by a teacher for a definite purpose.

DRESS CODE

The basic responsibility for the appearance of the students of Thomas Jefferson Academy rests with the parents and students themselves. All students (K3-12th) are expected to be neat and well-groomed at all times on campus and when representing the school off campus. Clothing and appearance that don't reflect appropriateness and modesty and disrupts the educational process by drawing attention to the wearer will not be allowed. Our goal is to make sure our students realize there are traditional and expected standards of dress for particular institutions, circumstances, and occasions. Every effort will be made to enforce the dress code across the board.

The following guidelines must be followed:

- All students are expected to dress in good taste in an effort to be neat and well-groomed at all times.
- Hats may not be worn inside the building.
- Students must wear appropriate footwear at all times due to safety and insurance regulations. Flip flops are prohibited – Chacos are permissible. Heels of girls' shoes cannot be of excessive height.
- Clothing should be in good condition without frays, patches, or tears, and be free of writing, messages or advertisements (MS & US) (TJA and college outerwear permitted)
- NO waistbands may be rolled
- No undergarments should be visible

- No open back dresses. or shirts

***Boys** will wear collared shirts that are tucked in, a belt and neat pants or shorts **that are within 3” of the knee** at all times. Hair will be neat: above the brow, collar and earlobe. Boys will also be clean-shaven with sideburns extending no further than the earlobe.

***Girls** may wear dresses, skirts and shorts that **are within 3” of the knee**. Clothes may not be excessively tight or revealing: low cut necklines, bare backs, bare midriffs, spaghetti straps, tank tops, or off the shoulder tops are prohibited. **Leggings are also prohibited for Middle and Upper School Students.**

***K3, K4, K5** students will adhere to the above dress code, with the exception of their shirt tails being required to be tucked in. They will also not be required to wear a belt.

- Every Friday will be a spirit day. All students can dress down (wear t-shirts) as long as they are TJA, GISA, or GIAA affiliated. All other dress requirements will be enforced like any other school day.

Violations of the dress code will be handled at the discretion of the administration. **The Head of School and Assistant Head of School are the final judge of attire and grooming. Ultimately, the purpose of the dress code is to keep students from being a distraction to themselves, their peers, and their teachers.**

ATHLETIC DEPARTMENTURE

The following procedures must be followed when students are participating in Thomas Jefferson Academy Athletics:

1. Students will ride the bus to games and are encouraged to ride the bus home from the games.
2. Students not riding the bus home from the games must follow these procedures.
 - a. If students are going to RIDE HOME WITH THEIR PARENTS, they must present a note to their coach. The note **MUST BE SIGNED BY THEIR PARENTS** and may be given to the student’s coach **BEFORE OR AFTER** the sporting events.
 - b. If students are going to RIDE HOME WITH SOMEONE OTHER THAN THEIR PARENT, this means another responsible adult, a **SIGNED NOTE FROM THE PARENT MUST BE GIVEN TO THE COACH PRIOR TO DEPARTURE FROM SCHOOL FOR THE SPORTING EVENT.**
 - c. Students are not allowed to ride home with other students, boyfriends, girlfriends, etc.

CELL PHONE POLICY

Upper and Middle

Middle and High School students may not use cell phones, smart watches, iPods, headphones, earbuds or any type of electronic device during the school day from 8:00 a.m. – 3:00 pm. All cell phones and smart watches will remain in the student’s homeroom until the end of the day. Seniors leaving campus during lunch may retrieve his/her cell phone but must turn it back in immediately when arriving on campus. Students failing to turn in their cell phone during homeroom will be subject to disciplinary action as listed under Disciplinary Information. Students will be allowed to use the school phone in emergency situations. Parents needing to get information to their child/children should call the school office to leave a message.

Lower School

Students are not allowed to have cell phones or smart watches during the school day. They may use them before or after school. If a student comes to school with any electronic device with the intent of using it before or after school, they will be turned into their teachers and powered down during the school day.

MISCELLANEOUS INFORMATION

EMERGENCY PROCEDURES

Closing of school because of inclement weather: In the event of inclement weather or some other urgent reason which necessitates the closing of school, students will be notified with Callemall. Hopefully, a decision may be made by 6:30 a.m.

If weather is so adverse that local radio stations are off the air and telephone communications are disrupted, it is to be assumed that the telephone communications are disrupted, it is to be assumed that the school will be closed. Parents should use discretion in sending children to school under these conditions. Unless weather conditions are extremely bad, school will remain open. No announcements will be made over local radio stations if school is to remain open.

DISMISSAL DURING A SCHOOL DAY

The Head of School and/or Board of Directors will determine the advisability of an early dismissal because of inclement weather or an emergency. If a decision is made to send children home from school before regular dismissal time, the local radio stations will be notified and requested to announce this information at frequent intervals parents are requested to listen to local stations if there is any question about early closing of school.

MAKE-UP DAYS

If any days of school must be made up because of closure due to inclement weather, the make-up days must be at the end of school rather than on Saturday. In some situations, the Head of School could decide to extend the school day to make up total hours missed from any cancellations.

TORNADO DRILLS

Tornado drills will be conducted monthly.

FIRE SAFETY

All regulations of the State Fire Marshall are followed. Fire escape routes are posted for each room. Fire drills are held once a month and a log of these drills is kept. Required fire extinguishers are maintained at designated points. A fire alarm system is maintained and inspected regularly. Emergency lighting and lighted exit signs operate where required. Fire drills will be conducted monthly.

LOST ITEMS

Any lost item that is found should be turned into the school office where it will be held until identified by a claimant and picked up. After one year, held items will be disposed of by the Head of School.

USE OF CAMPUS FACILITIES

The Board of Directors is generous in its desire to share our facilities with responsible groups. It is necessary, however, to get prior approval so no conflicts in scheduling occur. Our insurance requires that all activities be properly supervised. The buildings and grounds are off-limits to unscheduled and unsupervised groups or activities.

BULLETIN BOARDS

Any item to be posted on the bulletin board should be brought to the Administrative Assistant for posting. Our guidance counselor may also approve items to be posted.

VISITORS

Under no circumstances are visitors allowed at Thomas Jefferson Academy without prior approval of the Head of School.

Parents of students are always welcome at any time. They are however, required to come by the office before visiting any class so that we will be able to account for any person on campus.

TELEPHONE

The school telephone is essentially a business phone. ONLY EMERGENCY CALLS are permitted to be made by students. No students or teachers will be called out of class except in the case of emergencies.

LONG-DISTANCE CALLS

Any student making a long-distance call must call collect.

FIELD TRIPS

Planned field trips are encouraged as enrichment and extension of learning in the various disciplines. Pupils may be allowed to go on trips as school representatives only when the trip is school-sponsored under the approval of the Head of School and with parental permission. Any overnight class trip must be sanctioned by the Head of School

ACCIDENTS AND INSURANCE

School accident insurance is provided to the students for school-day coverage as a supplemental insurance. The school accepts responsibility for the normal care and supervision of students with attention to their safety. The school accepts no further liability other than that imposed by the applicable statutes of the State of Georgia.

CLASS MONEY-RAISING PROJECTS

Projects must have the approval of the Head of School.

CLASS DUES

Class dues are set at the discretion of the parents. Class dues will not be refunded. Any monies remaining at the end of the class's senior year will be used in legacy project in the name of that class.

ADDED REGULATIONS

Additional regulations not listed in the handbook may be issued at any time during the school year by the Head of School and/or Board of Directors.

Verification of Receipt and Reading of Handbook

This form should be removed from the handbook, signed by a parent, the students, and returned to the student’s homeroom teacher on the first Monday following the first day of school.

Our signatures verify that we, the undersigned, have read the student handbook and the back to school plan, and are aware of the policies and procedures under which Thomas Jefferson Academy Operates.

Signed:

(Student)

(Date)

(Parent)

(Date)