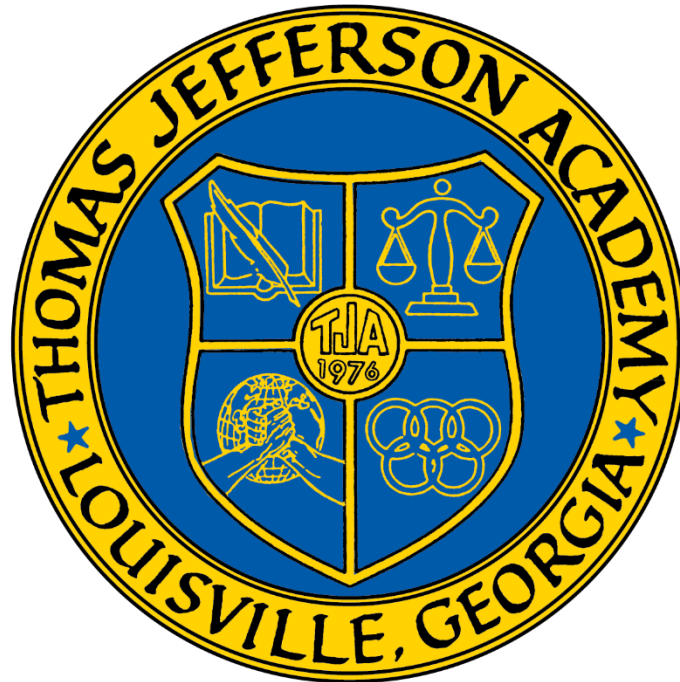


Thomas Jefferson Academy

The Board Policies and Procedures
& The Student Handbook
2026-2027



2264 Highway One, North
Louisville, Georgia 3043
(478) 625-8861
FAX (478) 625-919

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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; it seemed a miracle of working together to accomplish the almost impossible.

The process of accreditation of our lower and upper school programs began 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 PRINCIPLES

- 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.

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 northern 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 their 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 is made, it 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.

As students and as parents of students of Thomas Jefferson Academy, you are seen by the community as a representative of the school. You have the opportunity to present a positive image of the school. You also have the opportunity to project a negative image of the school. Therefore, if you choose to discuss matters related to the school on social media please bear in mind, readers may assume you are speaking on behalf of (or as a reflection of) the school.

Posts directed to or about another member of the Thomas Jefferson Academy community often get shared into school hours and can directly affect the atmosphere of the school. Any posts that become a distraction into school hours could have disciplinary implications. Remember, freedom of speech does not free you from the consequences related to the content of the speech when it violates the rules of the Thomas Jefferson Academy community.

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. Any students applying to Thomas Jefferson Academy, newly school aged or transferring, will be subject to our admissions procedures: students entering kindergarten - 12th grade will be given an admissions screening, previous records and transcripts for transferees must be submitted, and standardized test scores for transferees. After review by the admissions committee, letters or recommendation or admissions interview may be requested. Admissions results will be given within 5 to 10 days.

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.

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. The school does not accommodate requests for alternative pronouns, names, or gender expression inconsistent with this belief.

TUITION

Tuition is set annually by the Board of Directors, with the goal of keeping costs as low as possible.

Enrollment contracts may be canceled only if the student's family moves out of the school's service area. Once a contract is signed, parents/guardians are responsible for the full tuition amount, even if the student withdraws before the end of the school year. If collection of unpaid tuition or fees becomes necessary, parents/guardians are responsible for all related collection costs.

Students will not be readmitted until all past-due tuition and fees have been paid in full.

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 to have Head of School and Board of Directors approval of fundraisers.

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.

USE OF ARTIFICIAL INTELLIGENCE (A.I.)

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork

may be checked by AI content detectors and/or plagiarism recognition software.

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 the salary schedule for all personnel is set by the Head of school. Teachers in special areas such as coaches, librarians, guidance counselors, etc., are required to be qualified in their special areas. All faculty members must have a valid background check.

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. All TJA parents are encouraged to participate and become involved in PTO.

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 the 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 the 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 your feet in the 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 Head of School and dismissal by the Board of directors, even on the first offense.

CURRICULUM AND GRADUATION REQUIREMENTS

Thomas Jefferson Academy is organized into two groups; Lower School (K3 - sixth grade) and Upper School (7th - 12th Grade). Kindergarten through grade three are self-contained. Grades fourth through 6th are departmentalized. The upper school follows the traditional departmentalization pattern of one teacher per subject. 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. Upper school classes are listed below:

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	Welding
English 1101&1102	Trig/Advanced Math	Health
Foreign Language	Pre-Calculus	Computer Applications
Physical Science	Calculus	Physical Education
Chemistry	Advanced Algebra	AP Human Geography
Biology I	Economics	AP Language/Comp
Anatomy	Personal Finance	AP Literature

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 September 1 of that school year. In order to enter K4, a child must be 4 years old on or before September 1 of that school year. In order to enter kindergarten a child must be 5 years old on or before September 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. Any students applying to Thomas Jefferson Academy, newly school aged or transferring, will be subject to our admissions procedures: students entering kindergarten - 12th grade will be given an admissions screening, previous records and transcripts for transferees must be submitted, and standardized test scores for transferees. After review by the admissions committee, letters or recommendation or admissions interview may be requested.

CHANGE OF COURSES

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

GRADING SYSTEM

The minimum passing grade will be seventy (70).

- 90-100 A
- 80-89 B
- 70-79 C
- 69-0 F

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 to be promoted to the next grade. Please review Summer School policy for more information.

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 (Updated)

1. A scheduled Community Service Day will take place during the school day. Grades 7th-12th will be assigned an on campus or community project to obtain 7 hours of community service.
2. All other community service hours must be performed outside of the school day. Hours must be signed off on by someone in a supervisory position. Sheets will be provided for each student.
3. All seniors must have completed 60 hours of community service before they are allowed to receive their diploma. Students in grades 7th - 12th will be required to obtain 10 community service hours each school year to be promoted. Students with 100+ hours of community service upon graduation will receive special recognition at Honors Day.
 - a. The class of 2027, 2028, 2029, and 2030 will be subject to obtaining the following community service hours: class of 2027 - 25 hours, class of 2028 - 35 hours, class of 2029 - 45 hours, class of 2030 - 55 hours. This is to build from the hours which were previously set to 25 hours.
4. Community Service Hours must be turned into the school counselor.

SENIOR PRIVILEGES (Updated)

1. Seniors ONLY have the privilege to eat in the courtyard for break and lunch.
2. Seniors ONLY have the privilege to leave at the end of 5th period everyday, unless they have athletic responsibilities.
3. Free Entrance to TJA Sporting Events (Home Games Only / Non-Playoff)

Failure to meet expectations can result in the loss of senior privileges. Failing grades, misconduct, tardiness, and absences can result in senior privilege suspension as deemed by the Head of School.

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

1. Incoming Seniors will be required to have 10 hours of community service completed in order to receive their diplomas.
2. Incoming Juniors will need 10 hours of community service completed by their first day of classes their senior year.

REPORT CARDS/PROGRESS REPORTS

Progress reports will be sent home at the midpoint of each quarter. Report cards will be issued at the end of each quarter. Report cards may be withheld until all financial obligations to the school have been satisfied.

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.

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 students and parents. 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 – 8th 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/ACT 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/ACT.

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)
- (4) Units of Social Sciences (US History, World History, American Government/Economics)
- (2) Units of Foreign Language (Spanish I/II or Other)
- (1) Unit of Computer Applications
- (1) Unit of Physical Education/Health
- (4+) Electives
- (25+) TOTAL UNITS REQUIRED

COLLEGE PREPARATORY PROGRAM

- (4) Units of English
- (4) Units of Math
- (4) Units of Science
- (4) Units of Social Sciences (US History, World History, American Government/Economics)
- (2) Units of Foreign Language
- (1) Unit of Computer Applications
- (1) unit of Physical Education/Health
- (4+) electives
- (24+) 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.**

HONORS COURSES

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

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. The classroom teacher will determine if homework will be graded on completion and effort. Each student will be expected to complete the assigned homework. A systematic orderly method of keeping homework assignments will be taught by the teachers.

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 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 more recent material. All students in grades 7-12 will be required to take semester exams in all courses for the first semester.

Exam Exemption: Exemptions will be determined at the end of the 2nd semester. Any student who has a 90 or above average in a course for the semester (3rd and 4th nine weeks combined), may exempt the exam for that semester. This rule will apply for all students in grades 7 - 12.

If a student has more than 5 unexcused absences for an individual class, or 5 unexcused total school day absences in a semester, they will not be allowed to exempt an exam for the 2nd semester. If a student has surpassed 3 behavior reports in a semester they will not be allowed to exempt examinations.

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.
- Perfect Attendance Award – honor students who were present for every day for the school year.

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

REBECCA BATTLE KINDNESS AWARD

award is given in memory of Mrs. Rebecca Battle;
presented to an individual who has displayed genuine empathy towards peers and faculty/staff and makes an effort daily to lift others up

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 Jefferson EMC
completed Essay
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. Only credit recovery is permitted in summer school. There will be NO summer school for advanced grade placement.

A student cannot take a course at another school if the 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.

ATTENDANCE AND TARDY POLICY

Regular attendance is essential to student success. Students who attend school consistently are more likely to achieve academic excellence, develop positive habits, and fully participate in the life of the school. Parents and students share the responsibility of ensuring regular and punctual attendance.

ATTENDANCE REQUIREMENTS

Thomas Jefferson Academy operates in accordance with Georgia's compulsory attendance laws. Students are expected to attend school each day that school is in session unless prevented from doing so by illness or other legitimate reasons.

The school calendar is developed to provide the required instructional days and hours necessary for student learning. Excessive absences may negatively impact academic progress and participation in school activities.

The school will open for students at 7:30 a.m. Students are required to arrive at school no later than 7:55 a.m. Arriving after 10:30 or leaving before 10:30 will result in an absence. Students should not miss more than 10 excused days of school and 5 unexcused days of school.

EXCUSED ABSENCES

The following absences may be considered excused:

- Personal illness or injury
- Serious illness or death in the immediate family
- Medical, dental, or professional appointments that cannot be scheduled outside of school hours
- Religious holidays recognized by the family's faith tradition
- Court appearances or legal obligations
- School-approved educational opportunities
- Other circumstances approved by the Head of School

Parents must provide written documentation or notify the school office within three (3) school days of the student's return to school. Failure to provide documentation may result in the absence being classified as unexcused.

UNEXCUSED ABSENCES

An unexcused absence is any absence not covered by the excused absence categories listed above or not properly documented within the required timeframe.

TRUANCY

In accordance with Georgia law, students who accumulate more than five (5) unexcused absences during a school year may be considered truant.

Thomas Jefferson Academy will follow the procedures below:

- After three (3) unexcused absences, parents will receive email notification.
- After five (5) unexcused absences, parents will receive an official attendance warning which must be signed and returned to school.
- After seven (7) unexcused absences, a parent conference will be required.
- After ten (10) unexcused absences, the administration will review the student's enrollment status and determine appropriate interventions.

The school reserves the right to require additional documentation for absences when attendance patterns become excessive or questionable.

EXCESSIVE ABSENCES

Regardless of whether absences are excused or unexcused, excessive absences may interfere with a student's academic success.

Students missing more than fifteen (15) days in a school year may be subject to:

- Academic review
- Required make-up work or tutoring
- Retention consideration
- Loss of course credit at the high school level
- Review of continued enrollment status

The administration reserves the right to make final determinations regarding promotion, retention, and credit based upon attendance and academic performance.

MAKE-UP WORK

Students are responsible for obtaining and completing all assignments missed during an absence.

- Students shall be allowed three school days to complete make-up work unless otherwise directed by the teacher.
- Long-term assignments due during an absence remain due on the assigned date unless prior arrangements have been approved.
- Teachers may require alternative assignments or assessments when appropriate.

PRE-ARRANGED ABSENCES

Parents are encouraged to schedule family trips and vacations during school holidays whenever possible.

Requests for pre-arranged absences should be submitted to the school office at least five (5) school days in advance. Approval is at the discretion of the administration and assignments should be collected and completed upon return. Tests should be taken prior to pre-arranged absences or on the day of return.

TARDY POLICY

Students are expected to arrive at school and to each class on time.

A student is considered tardy when arriving after the official start time for school (7:55 a.m.) or class.

Students arriving after the beginning of the school day must report to the school office before going to class. Lower School parents must sign in students arriving late. Upper School students must sign themselves in when arriving late. Tardies are recorded each grading period in the upper school classes.

Excessive Tardiness

Because punctuality is an important life skill and supports academic success, excessive tardiness will result in progressive intervention.

Per Semester:

- 7th Tardy – Parents will receive email notification
- 10th Tardy – Parents will receive written notification which must be signed and returned to school.
- 15th Tardy – Parent conference will be required.
- 20th Tardy – Administrative review and unexcused absence will be documented after every 20th tardy.

EARLY DEPARTURE PROCEDURES

Students who need to leave school during the school day due to illness, medical appointments, school-sponsored athletic or literary events, or other approved reasons are responsible for collecting all assignments, books, notes, and materials needed for the classes that will be missed.

Students leaving campus are responsible for completing all assignments and coursework missed due to the early departure. Assignments not completed by the teacher's established deadline may receive a grade penalty, including a zero, unless other arrangements have been approved by the teacher or administration.

Students leaving school for a medical, dental, or other healthcare appointment must provide documentation from the healthcare provider upon their return to school. Documentation should include verification of the appointment date and time and must be submitted to the school office within three (3) school days of the student's return.

Students may not leave campus during the school day without following the established early departure procedures and receiving approval from the school office.

ADMINISTRATIVE DISCRETION

The Head of School reserves the right to interpret and apply this policy in a manner that best supports student learning, complies with state law, and upholds the mission and standards of Thomas Jefferson Academy.

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 7-8	Athletics Jr. Beta Club Jr. FCA Study Hall Other Clubs may be added
Grades 9-12	Athletics Beta Club Literary/One Act Play/ Drama Club FCA Key Club Photography/Social Media Art/Pep Club Advisement Math/Writing Support Study Hall Boys & Girls Bible Study Other Clubs may be added

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.

EXTRACURRICULAR ATTENDANCE ELIGIBILITY

Participation in athletics, literary events, cheerleading, clubs, performances, practices, competitions, and all other extracurricular activities is a privilege. Students must meet attendance, academic, and disciplinary expectations to remain eligible for participation.

ATTENDANCE REQUIREMENTS

Students must be present at school by 10:30 a.m. on the day of an extracurricular activity in order to participate in any practice, game, competition, performance, meeting, or other school-sponsored event scheduled for that day.

Students arriving after 10:30 a.m. will not be eligible to participate in after-school activities unless they provide documentation from a healthcare provider or receive administrative approval.

Students who leave school during the day must provide a doctor's excuse or have an approved reason as determined by the Head of School or Assistant Head of School in order to return and participate in extracurricular activities that day.

The purpose of this policy is to ensure that students are healthy enough to participate in school activities. If a student is too ill to attend school, he or she should not participate in athletic, literary, or other extracurricular events.

The Head of School or Assistant Head of School may grant exceptions in extraordinary circumstances.

DAY OF AND DAY AFTER REQUIREMENT

Students must be present at school both the school day of and the school day after an extracurricular activity in order to participate.

Exceptions may be granted for:

- Documented medical appointments
- Verified illness with a doctor's excuse
- School-approved absences
- Other circumstances approved by the administration

ACADEMIC AND DISCIPLINARY ELIGIBILITY

In addition to attendance requirements, all athletes, literary participants, cheerleaders, and extracurricular participants must:

- Meet all eligibility requirements established by the Georgia Independent School Association (GISA).
- Maintain satisfactory academic progress.
- Remain in good disciplinary standing with Thomas Jefferson Academy.
- Comply with all team, organization, and school rules.

Students who are academically or disciplinarily ineligible may not participate in practices, games, competitions, performances, or other extracurricular activities until eligibility is restored.

GISA/GIAA COMPLIANCE

Thomas Jefferson Academy will adhere to all eligibility rules and regulations established by GISA/GIAA. Students who do not meet GISA/GIAA eligibility requirements are prohibited from participating in any varsity or junior varsity contest, competition, or event. Requirements state: students must pass at least five subjects in the previous semester to be eligible to participate in the semester that follows, no student can be eligible who has reached his/her 19th birthday prior to May 1st preceding the school year of

participation, and students entering the ninth grade have eight consecutive semesters of eligibility, regardless of other requirements.

Allowing an ineligible student to participate may result in penalties, sanctions, or suspension for the student, team, coach, and/or school as determined by GISA/GIAA.

Final determinations regarding eligibility shall be made by the administration in accordance with school policy and GISA/GIAA regulations.

ATHLETICS

The following athletic programs are offered at Thomas Jefferson Academy.

Varsity Football	Varsity Baseball
Middle School Football	Middle School Baseball
Junior Pro Football	Varsity Fast Pitch Softball
Varsity Girls & Boys Basketball	Middle School Fast Pitch Softball
Junior Varsity Boys Basketball	Junior Pro Coach/Fast Pitch Softball
Middle School Girls & Boys Basketball	Varsity Boys & Girls Tennis
Junior Pro Girls & Boys Basketball	Varsity Sideline Cheer
Varsity Golf	Middle School Sideline Cheer
Clay Targets	Junior Pro Sideline Cheer
Cross Country	Varsity Gameday Cheer
Varsity Boys & Girls Track	Middle School Competition Cheer
Middle School Boys & Girls Track	Junior Pro Competition Cheer
Lower School Intramural Soccer	

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 FINES

Each school is fully responsible for the 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.

2026-2027 Booster Club President: Rob Holley

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. If a class wants to appeal to have a school dance off-campus, a letter of request must be made in a timely manner.

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 guests must be under 21 years old.
 - f. All outside guests 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 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 the desired student’s conduct.**

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

1. Philosophy & Core Principles

- Discipline is seen as a way to teach, not punish.
- Emphasis on respect, responsibility, and safety.
- Encouragement of positive behavior through proactive support.
- **Consistency:** Rules and consequences applied fairly.
- **Developmentally Appropriate:** Expectations match student maturity.
- **Positive Reinforcement:** Good behavior is recognized and rewarded.

2. Behavior Expectations

- Be Respectful
- Be Responsible
- Be Ready to Learn
- Be Safe

Expectations are clearly taught and modeled throughout the school.

3. Levels of Misbehavior and Responses

Minor Misbehaviors

(e.g., talking out of turn, not following directions)

- Verbal reminders/redirection
- Proximity control
- Loss of privileges
- Reflection time

Moderate Misbehaviors

(e.g., repeated disruption, inappropriate language, defiance)

- Parent contact
- Loss of privileges
- Student Conference with Administrator

Serious Misbehaviors

(e.g., physical aggression, bullying, theft)

- Office referral (Issued through RenWeb)
- Student and Parent conference with administration
- Out of School Suspension

Examples of behaviors include, but are not limited to, the following:

Minor	Moderate	Serious
Talking out of turn	Repeated disruption	Bullying
Not following directions	Inappropriate language	Harassment
	Defiance	Technology Violation
	Disrespect	Cheating
	Dress Code Violation	Destruction of School Property
	Unable to keep hands to self	Fighting

The teacher will submit an incident report which will be kept in the student’s records.

UPPER SCHOOL STUDENT CONDUCT POLICY
Grades 7-12

DISCIPLINE PHILOSOPHY

Thomas Jefferson Academy is committed to developing students of Christian character who demonstrate integrity, responsibility, respect, self-discipline, and servant leadership.

Discipline is not intended merely to punish misconduct but to teach students to accept responsibility for their actions, repair damaged relationships, and grow in wisdom and maturity. Students are expected to honor God through their words, attitudes, and behavior both on and off campus when representing Thomas Jefferson Academy.

Students are accountable for their actions at all times. Repeated misconduct, poor attitudes, or failure to respond positively to corrective measures may result in increased disciplinary consequences.

The administration reserves the right to determine appropriate disciplinary action based on the severity of the offense, the student's disciplinary history, the student's attitude, and the impact of the behavior on the school community.

LEVEL I: CLASSROOM AND MINOR INFRACTIONS

Minor infractions are behaviors that disrupt learning, fail to meet school expectations, or demonstrate poor judgment.

Examples include:

- Dress code violations
- Cell phone violations
- Excessive tardiness
- Classroom disruptions
- Failure to follow classroom procedures
- Disrespectful behavior
- Unpreparedness for class
- Inappropriate language
- Leaving class without permission
- Minor misuse of technology
- Defacing school property
- Academic dishonesty on routine assignments

Consequences may include but are not limited to:

- Teacher conference
- Parent communication
- Lunch detention
- After-school detention
- Work detail
- Restitution for damaged property
- Reflection assignment
- Administrative conference

Students who demonstrate a pattern of repeated minor infractions may be placed on a Behavioral Improvement Plan and may lose privileges, leadership opportunities, extracurricular participation, or exam exemption privileges.

LEVEL II: SERIOUS INFRACTIONS

Serious infractions are behaviors that substantially interfere with the safety, learning environment, or mission of the school.

Examples include:

- Repeated insubordination
- Repeated classroom disruption
- Leaving campus without permission
- Academic dishonesty on major assignments, projects, or examinations
- Bullying, harassment, intimidation, or cyberbullying
- Threatening behavior

- Vandalism
- Theft
- Possession of prohibited items
- Habitual disregard for school rules

Consequences may include but are not limited to:

- Administrative probation
- Parent conference
- Multiple detentions
- Work detail
- Suspension from extracurricular activities
- In-school suspension
- Out-of-school suspension
- Restitution
- Behavioral contract

LEVEL III: MAJOR INFRACTIONS

Major infractions are behaviors that threaten safety, violate the law, seriously damage the reputation of the school, or demonstrate severe misconduct.

Examples include:

- Fighting
- Physical aggression
- Possession, use, distribution, or being under the influence of alcohol or illegal drugs
- Possession or use of tobacco, nicotine products, vaping devices, or related paraphernalia
- Possession of a weapon or firearm
- Serious bullying or harassment
- Sexual misconduct
- Threats of violence
- Criminal activity
- Any behavior deemed by the administration to seriously jeopardize the safety or well-being of others

Consequences may include but are not limited to:

- Immediate removal from class or campus
- Out-of-school suspension
- Disciplinary probation
- Loss of leadership positions
- Loss of extracurricular participation
- Expulsion review
- Expulsion

ACADEMIC INTEGRITY

Thomas Jefferson Academy expects students to conduct themselves honestly in all academic matters.

Academic dishonesty includes, but is not limited to:

- Cheating
- Plagiarism
- Unauthorized use of artificial intelligence
- Sharing answers
- Copying another student's work
- Unauthorized assistance during assessments

Students found guilty of academic dishonesty may receive a zero on the assignment, additional disciplinary consequences, or both.

EXTRACURRICULAR ELIGIBILITY

Students serving suspension or disciplinary probation may be restricted from participation in athletics, literary competitions, cheerleading, clubs, field trips, leadership positions, and other extracurricular activities.

Students must remain in good academic and disciplinary standing to represent Thomas Jefferson Academy.

DISCIPLINARY PROBATION

A student who demonstrates repeated misconduct or commits a serious disciplinary violation may be placed on disciplinary probation.

During probation, the student may lose privileges and may be required to meet specific behavioral expectations. Failure to meet those expectations may result in suspension, withdrawal, or expulsion.

ADMINISTRATIVE AUTHORITY

The Head of School and Assistant Head of School retain the authority to determine disciplinary consequences for any infraction and may increase or decrease consequences based on the circumstances of each situation.

Because every disciplinary matter is unique, the school reserves the right to address conduct issues individually in a manner consistent with the mission, values, and best interests of Thomas Jefferson Academy.

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.

SCHOOL PROPERTY

1. Textbooks are furnished to each student and must be kept in good condition. 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. Students who are warned about reckless driving on campus may have their parking privileges suspended.

ELECTRONIC DEVICES, GAMBLING, AND UNAUTHORIZED GAMES (Updated)

Students may not bring unauthorized electronic devices on campus. Cell phones must be turned into homeroom teachers. No student should have a smart watch, i-Pad/tablet, laptop, etc. The school will not be accountable for damaged personal electronic devices. A student must have permission from administration to bring a personal laptop. Unauthorized games and the act of gambling are not permitted on campus.

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:

LOWER SCHOOL DRESS CODE

Grades K3–6

Thomas Jefferson Academy believes that student dress should be neat, modest, appropriate, and conducive to a positive learning environment. Students should arrive at school clean, well-groomed, and dressed appropriately for all school activities.

GENERAL GUIDELINES

- Clothing must be clean, neat, and in good repair.
- Clothing may not display inappropriate language, images, symbols, or messages.
- Shirts, blouses, and T-shirts may be worn Monday through Friday and must be free of advertisements, slogans, or logos other than Thomas Jefferson Academy logos or school-approved designs.
- Jeans are permitted and must be free of holes, tears, or fraying, except for fraying along the bottom hem.
- Male students in 4th - 6th are required to wear a belt with shorts or pants that have belt loops and tuck in their shirts.
- Students may not wear clothing that exposes the midriff, undergarments, chest, or back.
- Students may only wear camo as outerwear.

PANTS, SHORTS, SKIRTS, AND DRESSES

- Shorts must be at least fingertip length.
- Skirts and dresses must extend beyond fingertip length.
- Skirts and dresses must be worn with bloomers, shorts, or similar coverage underneath.
- Shorts, skirts, and dresses may be made of athletic material, cotton, or poly-blend fabrics.
- Sleeveless dresses are permitted if straps are appropriately wide and undergarments are not visible
- Girls may wear leggings provided the shirt, blouse, dress, or tunic extends below the hips and fully covers the bottom.

TOPS

- Collared shirts, polos, button-down shirts, blouses, and **TJA/GISA/GIAA T-shirts ONLY** may be worn Monday through Friday
- Sleeveless tops are permitted if straps are appropriately wide and undergarments are not visible
- Tops must be free of inappropriate language, graphics, slogans, or advertisements

FIT AND MODESTY REQUIREMENTS

- Tops must be properly fitted (not excessively tight or excessively oversized)
- No midriff, back, or undergarments may be visible at any time
- Necklines must be modest and not low-cut or revealing
- Crop tops, half-shirts, or tops that expose the waistline are not permitted
- Shirts must remain appropriate when sitting, standing, and moving

FOOTWEAR

- Students must wear shoes that are safe and appropriate for recess and physical activity.
- Athletic shoes are strongly encouraged.
- Sandals with a back strap are permitted except on scheduled PE days.
- Boots are permitted except on scheduled PE days.
- Slipper style shoes will not be permitted (slides, crocs, ugg slippers, etc.)
- On PE days, students must wear athletic shoes suitable for physical activity.

UPPER SCHOOL DRESS CODE

Grades 7–12

Thomas Jefferson Academy expects Upper School students to dress in a manner that reflects maturity, modesty, and respect for themselves and others. Student attire should support the educational mission of the school and reflect Christian values.

GENERAL GUIDELINES

- Clothing must be clean, neat, modest, and in good repair.
- Clothing may not display inappropriate language, images, symbols, or messages.
- Shirts, blouses, and T-shirts may be worn Monday through Friday and must be free of advertisements, slogans, or logos other than Thomas Jefferson Academy logos or school-approved designs.
- Male students must wear a belt and tuck in their shirts.
- Shorts, skirts, and dresses may be made of cotton or poly-blend fabrics.
- Sleeveless dresses are permitted if straps are appropriately wide and undergarments are not visible
- Athletic wear is not permitted during the regular school day except during PE or weightlifting classes.

SHORTS, SKIRTS, AND DRESSES

- Shorts, skirts, and dresses may be made of cotton, twill, khaki, denim, or similar materials.
- Athletic shorts and athletic skirts are not permitted during the regular school day.
- Shorts, skirts, and dresses must be no shorter than approximately three inches above the knee.
- The administration reserves the right to determine whether a garment meets length requirements.

PANTS

- Leggings, yoga pants, and similar athletic apparel are not permitted during the regular school day.
- Jeans, colored jeans, khakis, and other like material are permitted and must be free of holes, tears, or fraying, except for fraying along the bottom hem.

TOPS

- Collared shirts, polos, button-down shirts, blouses, and **TJA/GISA/GIAA T-shirts ONLY** may be worn Monday through Friday
- Sleeveless tops are permitted if straps are appropriately wide and undergarments are not visible
- Tops must be free of inappropriate language, graphics, slogans, or advertisements

FIT AND MODESTY REQUIREMENTS

- Tops must be properly fitted (not excessively tight or excessively oversized)
- No midriff, back, or undergarments may be visible at any time
- Necklines must be modest and not low-cut or revealing
- Crop tops, half-shirts, or tops that expose the waistline are not permitted
- Shirts must remain appropriate when sitting, standing, and moving

FOOTWEAR

- Students must wear shoes that are safe and appropriate for the school environment.
- Sandals with a back strap are permitted.
- Boots are permitted.
- Slipper style shoes will not be permitted (slides, crocs, ugg slippers, etc.)
- Students participating in PE or weightlifting must wear appropriate athletic footwear.

PHYSICAL EDUCATION AND WEIGHTLIFTING ATTIRE

Students may change into athletic attire for PE and weightlifting classes.

Approved PE attire includes:

- Athletic shorts that are at least fingertip length.
- T-shirts, athletic shirts, or sleeveless athletic shirts.
- (Girls) Leggings may be worn during PE or weightlifting.
- Clothing must provide appropriate coverage at all times.
- Undergarments may not be visible.
- Midriff tops, crop tops, sports bras worn as outerwear, and excessively revealing clothing are prohibited.

Students are expected to change back into regular school attire following PE or weightlifting classes.

Thomas Jefferson Academy Grooming Policy

Hair

Male Students

Hair must be kept above the eyebrows, ears, and shirt collar.

Extreme or distracting hairstyles are not permitted.

Students must be clean-shaven at all times.

Sideburns may not extend below the earlobes.

Female Students

No extreme hairstyles or unnatural hair color such as pink, purple, blue, green, etc.

Tattoos: All Students

Visible tattoos are not permitted and must be covered while on campus or at school events.

Piercings

Male Students

Piercings are not permitted.

Female Students

Ear piercings are allowed.

All other visible piercings are prohibited.

The administration reserves the right to determine whether student attire is appropriate for the school environment and consistent with the mission and values of Thomas Jefferson Academy.

ATHLETIC DEPARTURE

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 (Updated)

Students may not carry or use cell phones, smart watches, airpods, headphones, or any type of electronic device during the school day from 7:55 a.m. – 3:05 p.m. Students must turn in their cell phone (turned off) to their homeroom class in a designated location until the end of the day. Students failing to turn in their cell phone during homeroom will be subject to disciplinary action. 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.

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.

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. Each visitor will need to sign in and wear a visitor's pass at arrival. Visitors will sign out when exiting.

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.

FIELD TRIPS

Field trips are a part of a well-rounded educational program and are encouraged. Such trips should be carefully planned and evaluated. All field trips must have the approval of the Head of School. In all cases, written permission for each student must be obtained from the parent or guardian. All students are expected to participate in these events/trips when their class, grade or team is involved. Any student not participating in or on a one-day field trip will be expected to attend school that day. Any group of students or Thomas Jefferson Academy team that are off campus must be accompanied by a school employed sponsor, coach, or an adult supervisor. All nonemployee sponsors must be approved by the school administration. Parent chaperones bear a great responsibility in the supervision of students on field trips. For this reason, it is not permissible for children other than the students enrolled in the class to attend field trips. Chaperones shall follow the directions of the teacher. For safety purposes, the fewest number of vehicles shall be used, the same route shall be taken, and drivers shall attempt to stay together. All traffic laws must be strictly observed. Chaperones shall refrain from alcohol and tobacco use throughout the field trip, regardless of the number of days involved. If students are staying in hotel rooms or other living spaces, students will have a curfew, and must be accounted for by the faculty member attending the trip. All staff or non-staff chaperones should be alert, and ready to tend to an emergency on any field trip. No students should leave a field trip site or the group location unattended for any reason.

All school rules apply for field trips, such as dress code, cell phone policy, etc. unless directed otherwise 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 money remaining at the end of the class's senior year will be used in a 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)