



**JORDAN CHRISTIAN  
PREPARATORY**

**PARENT AND STUDENT HANDBOOK**

**2023-2024**

P G	SE CT IO N	TABLE OF CONTENT	P G	Section	
2	1.1	WELCOME	20	10.2	ELECTRONIC DEVICES
2	1.2	WHERE TO GO FOR ASSISTANCE	20	10.3	FIRE DRILLS & EMERGENCY EVACUATIONS
2	1.3	CONTACT NUMBERS	20	10.4	INTERNET ACCEPTABLE USE POLICY
3	2.1	HISTORY & PURPOSE	20	10.5	EMAIL AND MESSAGES BOARD USE
3	2.2	VISION STATEMENT	21	11.1	INTERNET SAFETY GUIDELINES
3	2.3	MISSION STATEMENT	21	11.2	INTERNET TERMS & CONDITION OF USE
3	2.4	PHILOSOPHY OF EDUCATION	22	11.3	SEVERE ALLERGIES
3	2.5	STATEMENT OF FAITH	22	11.4	CONJUNCTION POLICY
3	2.6	MOTTO	22	11.5	HEADLICE POLICY
4	3.1	ADMINISTRATION	22	12.1	STUDENT WELFARE
4	3.2	HANDBOOK AMENDMENT	22	12.2	MEDICATIONS
4	3.3	ACCREDITATIONS AND AFFILIATIONS	23	12.3	INJURIES & PHYSICAL LIMITATION
4	3.4	PARENT/STUDENT OBLIGATIONS	23	12.4	FUNDRAISERS
5	4.1	ADMISSION POLICY	23	12.5	NON-SCHOOL PUBLICATIONS
5	4.2	REQUIRED COURSES	23	13.1	PETS
5	4.3	ATTENDANCE	24	13.2	PRAYERS REQUESTS

5	4.4	PERIOD ATTENDANCE	24	13.3	PREGNANCY
5	4.5	ABSENCES	24	13.4	ROOM USAGE
6	4.6	EXCESSIVE ABSENCES	24	13.5	SKATEBOARDS & ROLLERBLADES
6	5.1	PRE-ARRANGED ABSENCES AND APPOINTMENTS	24	14.1	TRANSPORTATION
7	5.2 (a) (b)	(a)TARDINESS (b)DISCIPLINE POLICY & STUDENT CODE OF CONDUCT	24	14.2	DROP OFF AND PICK UP
8	5.3	BEHAVIOR & CORRECTION MANAGEMENT	24	14.3	PARKING & DRIVING ON CAMPUS
9	5.4	CORRECTIVE STRATEGY	25	14.4	VAN INFORMATION
11	5.5	MAJOR CONSEQUENCES/DISCIPLINARY REFERRALS	25	14.5	DANCES & EXTRACURRICULAR ACTIVITIES
11	5.6	BEHAVIOR CONTRACT	25	15.1	ANTI-BULLYING POLICY & CONFLICT
12	6.1 (a) (b) (c)	(a)IN-SCHOOL SUSPENSION (b)OUT-OF-SCHOOL (c)OUT-OF-SCHOOL	28	15.2	PARENT/GUARDIAN RESPONSIBILITIES
12	6.2	UNIFORM POLICY	28	15.3	HOMEWORK POLICY
13	6.3	UNIFORM/DRESS CODE POLICY	29	15.4	MAKE-UP WORK
13	6.4	OPT OUT DRESS CODE	30	15.5	CHEATING
14	6.5	OFF-CAMPUS LUNCH	30	16.1	WITHDRAWAL POLICY
16	7.1	TRUANCY/LEAVING SCHOOL GROUNDS	30	16.2	ANNUAL TESTING

16	7.2	ILLNESS AT SCHOOL	30	16.3 (a)	WEIGHT GRADING & (a) CREDITS
17	7.3	MISSED/LATE SCHOOL WORK	31	16.5	CREDITS REQUIRED FOR GRADUATION
17	7.4	RESIDENCE AND CUSTODY REQUIREMENT	32	17.1	SENIORS
17	7.5	IMMUNIZATION POLICY	32	17.2	REQUIREMENTS FOR GRADUATION
17	8.1	EIGHTY GRADE CREDIT POLICY	32	17.3	DIPLOMA
18	8.2	VISITORS	32	17.4	CLASS RANK
18	8.3	FINGERPRINTING, VOLUNTEER	33	17.5	ALL SENIORS MUST
18	8.4	COMMUNICATION WITH PARENTS	33	18.1	COLLEGE BOARD TEST
18	8.5	EMAIL COMMUNICATION BETWEEN STAFF & FAMILIES	33	18.2	DUAL ENROLLMENT
18	9.1	TUITION AND FEE	33	18.3	SUMMER SCHOOL (A) SUMMER SCHOOL DEADLINES
19	9.2	FINANCIAL AID	34	18.4	FRESHMAN YEAR
19	9.3	ADVANCED PLACEMENT EXAM FEE	35	18.5	SOPHOMORE YEAR CHECKLIST
19	9.4	CELL PHONE USE	36	19.1	JUNIOR YEAR CHECKLIST
19	9.5	DELIVERS AND TELEPHONE MESSAGES	37	19.2	SENIOR YEAR CHECKLIST
19	10.1	THEFT PREVENTION/LOST & FOUND			<b>Revised 2022</b>

# **JORDAN CHRISTIAN PREPARATORY**

## **1.1 WELCOME**

Welcome to Jordan Christian Preparatory. This year should be an exciting year for novice and experienced students. We have added more Core and Vocational courses to expand your knowledge and interest. JCP offers a broad range of classes which allows you to explore and learn multiple topics. K5 through 12<sup>th</sup> grade school hours are 8:30 to 2:30 p.m.

**JCP** is a College Preparatory School. You may not think NOW about going to college but in a few years, you may change your mind, and it is better to be prepared than to have to do remedial college courses in the future. You do not want to limit your options for the future. Jordan Christian Preparatory helps you prepare for your future by allowing you to choose areas of interest for you to explore while working within the framework of our curriculum.

As you read through this manual, pay close attention to items on TRUANCY, Required Courses, and Graduation. If you are transferring from another high school, simply mark off the courses you have already taken.

## **1.2 WHERE TO GO FOR ASSISTANCE**

Accidents - Deans Office

Admissions - Admissions Office

Attendance - Admissions Office

Bright Futures Scholarships - Jordan Christian Preparatory Guidance Office

Career Information - Jordan Christian Preparatory Guidance Office

College Scholarships - Jordan Christian Preparatory Guidance Office

Financial Aid (Step Up & McKay Scholarships) - Admissions Office

Fingerprinting - Main Office

Pre-Registration - April 1 each year

Standardized Test Information - Main Office

Student Progress - Alma

Theft or Vandalism - Deans Office

Transcripts - Jordan Christian Preparatory website - [jcprep.org](http://jcprep.org) Office Fax 863-519-9000

Withdrawal from School- New school request records and transcript or website - [jcprep.org](http://jcprep.org) or Guidance Office

## **1.3 CONTACT NUMBERS**

Main Office - 863-207-7319

FAX - 863-519-9000

Mike Guastella - 386-212-8992

## **2.1 HISTORY & PURPOSE**

Jordan Christian Preparatory was created in 2015 to fill a need many students have for small-school settings that provide a nurturing academic environment, personalized instructional plans, and flexible individual scheduling. JCP students find interesting and challenging lessons using Bob Jones and . K5 through 12<sup>th</sup> grade utilize the Bob Jones College Preparatory Curriculum as well as the Abeka Math. Both sets of curriculum are Bible-based. Students are assured an educational experience tailored to meet their individual abilities and learning styles. Our goal is to have each student establish a life-long love of learning, along with strong spiritual and moral

standards. We are committed to preparing our students for the challenges they face today and skills they can take into the future.

## **2.2 VISION STATEMENT**

Jordan Christian Preparatory graduates will be morally responsible persons with a well-developed commitment to social justice and an enhanced faith in Jesus Christ. They will be ready to face the 21st century historically grounded by a rigorous educational experience.

## **2.3 MISSION STATEMENT**

As a Christian high school, we seek to provide an equal opportunity for each student, in a challenging academic environment, to become a knowledgeable, self-directed, compassionate Christian, able to face the challenges of the future with faith, hope, and love.

## **2.4 PHILOSOPHY OF EDUCATION**

Our Educational Philosophy is:

1. Jesus Christ is the chief teacher and model of our school.
2. The community of Jordan Christian Preparatory is open to any qualified student who desires to pursue a challenging high school career that prepares him/her for higher education and who has shown a willingness to live by Christian values and conduct.
3. Each student is a valued individual with unique spiritual, physical, social, emotional, and intellectual talents and needs.
4. Students are responsible and accountable for the decisions they make.
5. Students learn in different ways and are to be provided with a variety of instructional approaches to support their learning.
6. Positive reinforcement builds students' self-respect and respect for others. A safe and physically comfortable environment promotes learning.

## **2.5 STATEMENT OF FAITH**

We believe that Jesus Christ is God's only son; who died on the cross for the atonement of our sins. There is no other means of salvation but through him. We believe that the Bible is the infallible Word of God. Students will be required to attend weekly chapel services on Wednesdays.

## **2.6 MOTTO**

By wisdom a house is built; and by understanding it is established; by knowledge the rooms are filled with all precious and pleasant riches. Proverbs 24:3-4

## **3.1 ADMINISTRATION**

JCP is supervised by a Board of Directors. All disputes are heard by the Board. The Board reserves the right to operate JCP in a manner that they see fitting as Godly men and women. The Board sets student qualifications, fees, and graduation requirements annually to stay in alignment with Florida State Standards. JCP has a Principal, Headmaster and is supervised by the Board of Directors.

## **3.2 HANDBOOK AMENDMENT**

The Administration reserves the right to amend this handbook at any time during the school year, with the approval of the Headmaster.

### **3.3 ACCREDITATION AND AFFILIATIONS**

JCP is registered with the *Florida Department of Education* (school number 8753) and is a member of FCCPSA and Florida Council of Private Schools. Jordan Christian Preparatory holds membership of the FCCPSA to assure a quality education to all our students. We are also registered with the NCAA, **College Board** and is listed in their National Secondary School List for SAT, PSAT / NMSQT, PLAN, & ACT (school code \_\_\_\_\_) which are standardized assessments required for applying to most universities and scholarships. Each year many of our graduating students receive Bright Futures Scholarships that are awarded to outstanding high school students in the State of Florida.

Jordan Christian Preparatory is fully accredited by the National Accreditation Council and the National Association for Christian Education **NACE**.

**We hold Articulation** Agreements with many schools and colleges throughout the state of Florida, enabling our students to Dual Enroll with them including tel education and Jacksonville University.

### **4.1 ADMISSIONS POLICY**

Jordan Christian Preparatory admits students of any race, religion, color, national or ethnic origin. They are afforded all the rights, privileges, programs and activities generally made available to students at the school. We are a Christian school and all our programs have a world Christ view. By enrolling in Jordan Christian Preparatory, you are agreeing to our Vision, Mission and Philosophy of Education statements. Jordan Christian Preparatory does not discriminate based on race, religion, color, national, or ethnic origin, administration of educational and admission policies, scholarship and loan programs, athletic and other school-administered programs. Typically, no students will be accepted for their senior year from local high schools, exceptions will be made on a case by case basis.

Enrollment process:

- 1) Inquire or contact Jordan Christian Prep office
- 2) Informal Meeting
- 3) Complete Application/ Enrollment Packet
- 4) Interview with Administration
- 5) Admission decision from administration

### **4.2 K-12 REQUIRED COURSES**

Elementary K-8 students are to take: English, Math, Science, History, Bible, Reading, P.E..

High School students must take 4 core courses of English, Math, 3 courses Science, History each year plus a minimum of 8 electives. Students must have 24 credits for a Standard Diploma, 28 credits with Advanced/Honors courses for a College Prep Diploma.

### **4.3 ATTENDANCE POLICIES**

Compulsory education laws mandated by the State of Florida require regular attendance. Each parent of a child of compulsory attendance age is responsible for the child's attendance as required by law. For more information, access [www.leg.state.fl.us](http://www.leg.state.fl.us). Daily Attendance is taken by your teachers and logged into Alma at JCP. Daily attendance will be taken in each classroom throughout the day for school.

### **School Hours are from 8:00 a.m. to 2:45 p.m.**

A school calendar has 180 days. Students will be required to attend each day. Students with multiple unexcused absences will have parents contacted for a conference if attendance is still an issue, more contact with parents will occur if the problem continues. Also a Saturday school along with no extracurricular activities will be placed on students.

Parents will be notified by phone of students who have 15 unexcused absences. If a student is 15 years or older, students will be turned into the state DMV, to have their license suspended. To have a license restored, students must complete a 30 days of uninterrupted attendance. Students missing 15 days or more per semester will be expelled from JCP. To reinstate, a meeting shall be scheduled with the Principal and Headmaster. Students will only be able to re-enroll once due to the Truancy.

### **4.4 PERIOD ATTENDANCE**

Period attendance is very important. Coming to class late disrupts the learning process. Students have 5 minutes to report to their next class. Bathroom breaks are only to be allowed once a student has come in the classroom and has waited five minutes. Upper school will take attendance every class period.

### **4.5 ABSENCES**

All student absences will be recorded as either an excused absence or an unexcused absence. An excused absence requires: 1) a phone call from a parent/guardian to the school between 7:45 a.m. and 8:30 a.m. on the day of the absence and 2) a note from a parent/guardian stating the date(s) of the absence(s) and the specific reason for the absence. This note must be submitted to the main office by 8:30 a.m. on the day of the student's return to classes and will be filed in the permanent attendance record. When a student returns to school after an absence, he/she must obtain an admit slip in the main office. Students who have been absent may not be readmitted to class without an admit slip.

Excused absences will be granted for the following reasons:

1. illness or medical appointment with documentation from doctor/dentist
2. death in the family
3. court appearance
4. religious observance
5. pre-arranged absences with prior approval of both the administration and parent/guardian.

### **4.6 EXCESSIVE ABSENCES**

Parents will receive notification and a phone call after a student's **3rd** absence from school. If a student is still having more absences after their third unexcused further administration will be reaching out and school privileges will not be permitted along with infraction. Academics accountability will also fall on students with an academic contract. Excused absences due to bereavement and those that are documented by a doctor's or dentist's note are exempt from this policy. **The Florida Legislature** has enacted requirements that schools report to the Department of Highway Safety and Motor Vehicles the names, dates of birth, sex, and social security numbers of minors who accumulate 15 unexcused absences in a period of 90 calendar days. The legislation further provides that those minors who fail to satisfy attendance requirements will be ineligible for driving privileges.

### **5.1 PRE-ARRANGED ABSENCES AND APPOINTMENTS**

Parents should make every effort to schedule vacations and appointments during school vacations and after school hours. A student who wishes to be excused for medical, dental, and legal appointments should report to the main office by 8:30 a.m. on the following school day after the appointment with a note from the parent/guardian containing the reason for the absence or dismissal, a verification phone number, the day and time of the appointment, and the time they will be returning back to school. A Doctor's note will be accepted as well. Parents/Guardians or an approved adult must be 18 or older of students who are granted early dismissal and must sign out in the main office before departing the school campus. **Photo I.D. must be present.** Students returning to school before the end of classes must sign in and present documentation from their doctor or dentist. An excused absence for each period absent will be recorded. The school reserves the right to deny early dismissal if proper documentation is not provided. **Any student** requesting a pre-arranged absence from school must submit a letter written by a parent or guardian to the main office explaining the reason for the proposed absence. The letter must be submitted five (5) school days in advance of the proposed absence. **WE WILL NOT CONSIDER ANY REQUEST THAT DOES NOT MEET THIS REQUIREMENT.** Pre-arranged absences are not encouraged and should be of limited duration. Family holidays/vacations should always be planned with the school calendar in mind.

### **5.2 (a) TARDINESS**

Regular and timely attendance is essential for student learning and for creating a learning atmosphere. Tardy students cause disruption in the classroom and impede the learning process. There is a direct relationship between student achievement and tardiness. In addition, on time performance and tardiness are two elements that remain part of a student's record. All tardies are unexcused with the exception of those documented as court dates, medical appointments, and bereavement. Students must report to their 1st period classes by 8:30am. Students reporting to school after 9:00am the designated start time must report first to the main office for a tardy slip. Students will automatically receive a central detention (will not be permitted to class until the next class begins) if the tardy is thirty (30) minutes or more. A student who receives **3** central detentions will be assigned ISS and further contact and consequences may be made by administrators. After 8 unexcused tardies students will be issued Saturday school. A \$50.00 supervisory fee will be charged for each day of Saturday school attendance. Students receiving **3** Saturday schools will be suspended.

### **5.2 (b) DISCIPLINE POLICY & STUDENT CODE OF CONDUCT**

At Jordan Christian Preparatory we seek to provide not only a solid academic foundation, but also a firm grounding in moral and ethical values. This begins with clear standards of personal conduct - basic expectations of appearance, behavior, and attitude - that both enhance the learning atmosphere of the school and prepare children for life in a world of other individuals with their own needs, opinions, and expectations. Self-discipline and respectfulness are encouraged and expected in all aspects of school life.

We enroll students judged to be civilized and cooperative. **Parents are obligated, under the terms of the enrollment contract, to adhere to all rules and policies in the Parent/Student handbook.** If as enrollment progresses, a student cannot or will not abide by the rules, then that student may be expelled. After consultation with parents, students, and involved faculty, the Administration may acknowledge that all other corrective avenues have been exhausted and expel the student.

a. Students and parents are expected to cooperate with basic Christian standards of behavior and conversation. We make it clear to all students that we expect kindness and measure how they treat their schoolmates by the Golden Rule.

b. We stress the importance of politeness, curb disparaging comments and "tattling" (except in cases of actual danger or serious wrongdoing), and insist that students handle disagreements without resorting to name-calling or physical confrontation.

c. **The student should understand that his/her parents have delegated their authority to the school; therefore, he/she is subject to the instruction and discipline of the teachers and Administration in their prescribed roles at the school.**

d. There will be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected. Requests from the teacher should not have to be repeated.

e. **No chewing gum or other distracting/dangerous items are allowed on the school grounds. (See (h) for cell phone policy.)**

f. Students are expected to be aware of and avoid the off-limits areas of the building or grounds (e.g., driveways and parking areas).

g. Students are expected to treat all the school/learning center’s materials and facilities with respect and care. This includes all textbooks and laptops distributed to the students. **If textbooks or laptops are lost or damaged, the student will be billed for replacement books/laptops.**

**h. No use of phones during classroom instruction or during school functions that are not leisure times. They MUST remain out of view!**

**5.3 BEHAVIOR AND CORRECTION MANAGEMENT**

Jcp is committed to providing and maintaining an environment free from any unwanted distractions. Behavior is not allowed to sideline any student from getting clear instruction or direction from any instructor at any given time.

All levels of Jordan Christian Prep discipline will be graded on a tier pyramid starting from the bottom advancing to the top. Each tier is a different discipline level ranging from level 1 through 4. The bottom level starting at level one are lower level infractions and consequences or correction strategies. As infractions occur the level will increase even repeated levels will cause a rise. At the top, level 4 is the more serious level and will cause for a final conference with the Headmaster which is a final decision with the school board to either retain students or dismiss students. The Dean will oversee all levels of behavior, All levels will have notes in the student file for documentation.

Tiers	Disciplinarian
LEVEL 4 - Major infractions	Headmaster
LEVEL 3 - Minor to major infraction or repeat offender	Dean
LEVEL 2 - Minor infractions or repeat offender	Dean / Teacher
LEVEL 1- Minor infractions	Teacher

**Level 1 \*\*** - Minor infractions that can be handled by teachers but if repeated the dean will intervene. These infractions can be corrected more easily.

**Level 2 \*\*** - Minor infractions that need the dean's involvement because it is a recurring issue or the student is completely breaking the rule. These infractions can be corrected but also need documentation for progress.

**Level 3\*\*** - Minor infraction heading towards major infraction handled by the dean and headmaster. These infractions are labeled minor but are treated as a major case depending on the situation. These infractions have mandatory documentations for behavior and recurring issues.

**Level 4 \*\*** - Major infractions are severe issues that will be handled by the headmaster and school board with the final say so from the headmaster. These infractions are more than likely uncorrected behavior and must be either dismissed from school or have strict and zero tolerance.

### **5.4 Corrective Strategy Levels**

Every level has a corresponding corrective strategy that allows the student, parent and school the ability to isolate and correct the student behavior quickly. Corrective strategy is only a helping tool that is used for assisting the student. If a student does not participate in the strategy to correct his/her behavior, teachers and administrators will display the proper consequence punishment for his/her actions.

**Level 1 \*\* Corrective strategy** - Teacher should have a conference with student and or parent. Teachers may have students serve any consequence that has broken classroom rules. Small conversation if needed may be important to gain knowledge and behavior relevance from students. However, the teacher must make sure all situations are documented in the student file.

**Level 2 \*\* Corrective strategy** - Teachers should communicate with parents and ask for assistants. Allowing clear and understanding conversations guides the next responsible consequence. Teachers should also write up students for administrator involvement if repeated actions are happening. Teachers may issue no credit for work if a student is refusing to do an assignment and file an ARP (academic relief program) document to help students if behind because of behavior. Teacher must make sure all situations are documentation in student file.

**Level 3 \*\* Corrective strategy** - Dean may request a conference with teacher and parent to finally put a stop to behavior. In this meeting the dean will present a plan to correct behavior which is to be followed. Students will be placed on ARP (academic relief program) and if involved with any extracurricular activity will be put on a pause until improvement is shown. Dean will document in student file.

**Level 4 \*\* Corrective strategy** - The Headmaster will be notified of all leading issues up to the final stage and all attempts to correct problems. The Headmaster will have a conversation with parent and student and talk about the future of students at JCP.

### **LEVEL ONE**

The list below is not a complete list but as a representative of behavior that is unacceptable.

- Disturbing classmates
- Sleeping in class
- Unprepared for class
- Required papers not signed
- Failure to follow instructions
- Disruptive behavior
- Writing/passing notes
- Rude or discourteous towards classmates and staff
- Any student who endangers the classroom or another student will be sent directly to the Dean office with an automatic level 3.

### **Additional level One**

The following infractions will be reviewed by the Dean and appropriate discipline will be issued. Each offense will be assigned disciplinary consequences based on the infraction (detention, ISS, OSS, or dismissal).

- Inappropriate use of words such as “God”, “Jesus”, or “Lord”- We are to respect our Lord and must refrain from the inappropriate misuse and slang conversation that reflects a tone of sarcasm or disrespect.
- Inappropriate display of affection (kissing, hugging, etc.)
- Driving violations on campus (in addition to suspension of driving privileges)

Certain disciplinary infractions will be referred to the Principal for a review. The following is a partial list of prohibited activities for which disciplinary penalties will be assessed.

### **LEVEL TWO**

- Leaving campus without permission (In addition to discipline, all work missed will be recorded as a “0”)
- Skipping class (In addition to discipline, all work missed will be recorded as a “0.” Skipping class is defined as “being anywhere other than in the assigned class”)
- Horseplay (which could lead to fighting)
- Profanity/cursing and/or inappropriate-suggestive slang words
- Disturbing chapel or any public assembly
- Skipping school (full day) (In addition to discipline, all work missed will be recorded as a “0”)
- Instigating bullying or fighting in a group or individuals

### **Additional level Two**

- \*Deliberately damaging school, church, and/or the personal property of our faculty and staff, including but not limited to painting words, numbers, or markings of any kind (In addition to the discipline, the student must pay for the repairs as soon as they are known, or the student will be suspended until the repairs are paid)
- \*Safety violations (matches, fireworks, lighters, etc.)
- \*This could also result in expulsion from school.
- Going into an administrator’s, staff members, or faculty member’s personal belongings (This includes, but is not limited to purses, briefcases, grade book, desk, or computers)
- Cheating/plagiarism (additional demerits are assigned for each offense thereafter)
- Vulgarity and/or conversation including inappropriate sexual content or connotations

### **LEVEL THREE**

- Fighting or “bullying”
- Making physical threats, verbal or written
- Verbal or written criticism of a staff or faculty member
- Racist comments, verbal or written
- Sexual harassment
- Making obscene gestures or comments; vulgarity
- Acts or attempted acts of violence
- Bringing a knife on campus – if used in a threatening manner, the student will be expelled
- Use of tobacco off campus (second offense will be expulsion)
- Conduct resulting in arrest (if the student is permitted to remain in school, he or she will be placed on behavioral probation immediately)
- Questionable conduct on or off campus
- The use of tobacco

### **LEVEL FOUR**

- Use, possession, or distribution of illegal drugs at any time (on or off campus)
- Use, possession, or distribution of alcohol at any time (on or off campus)
- Use, possession, or distribution of tobacco on campus
- Second offense for fighting
- Sexual immorality
- Possession of a firearm or any weapon on campus
- Possession of lewd/pornographic material
- Threats to a staff or faculty member
- Intentional destruction of school property
- Forcible entry into a school building

Computer and Internet Misuse - Students may not perform any of the following activities using school computers while on campus: download or upload any computer file without faculty permission; use the network for illegal activity; use the network system for financial gain; create, display, or transmit hateful, violent, threatening, racist, sexist, obscene or harassing language, and/or pictures or materials; invade the privacy of others including data, information, or use the password of another user; vandalism and mischief that incapacitates, compromises, or destroys JCP resources and/or data; any use that would not be consistent with the JCP handbook or overall mission statement. Students are not allowed to access any website that allows for electronic communication including E-mail, blogs, Social Media, etc. Any student that is discovered to be in violation will be referred to the Principal. Demerits and ISS, up to dismissal from school, will be given to those who violate the school’s Internet Use Policy.

In addition to these activities listed above, a student may be asked to meet with the administration if his or her actions or attitudes are not in the best interest of JCP.

## **5.5 Major Consequences/Disciplinary Referrals**

The reason that JCP has the disciplinary system mentioned earlier is to provide our classrooms with the control necessary to create a learning atmosphere. There are times when certain students opt not to abide by the rules on a consistent basis. Situations that are repetitive or extreme in nature will be referred to the Principal for review. Follow-up correction is handled by the Principal after he has met with the necessary parties involved.

## **5.6 Behavioral Contract**

Jordan Christian Prep has a behavioral probation contract that a student will sign and date with the communication of a parent after the student has gotten to a level three. This is administered by the dean and should be placed on the file of the student or students. The contract will be mandated to follow any breach in the contract students will be promoted to a level 4 and a dismissal from school is warrant.

### **6.1 (a) In-School Suspension (ISS)**

- Any students in ISS will report to the office by 8:30 a.m. Students must get all books and supplies (notebook paper, pencils, etc.) prior to reporting to the office.
- Regular school work will be completed during this period including tests, quizzes, and daily work scheduled for the day.
- While in suspension, the student will stay in the designated room. Students will not be allowed to socialize during the change of classes.
- Students may not leave early for any reason.
- No food, drink, or snacks will be eaten except during the designated lunch time. \*NO SEAHAWK BREAK\*
- All dress code and conduct policies will be adhered to during ISS.
- Violation of any of these rules may result in further disciplinary action.

### **6.1 (b) Out-of-School Suspension (OSS)**

The administration will suspend a student out-of-school after three Saturday schools have been served or for other extreme cases of misbehavior.

### **6.1(c) Saturday School (SS)**

Saturday school starts at 9am to 1p.m at the school. There will be no transportation provided by the school nor any meals. Students may not bring any electronics other than a phone, which will be confiscated until the end. Administration is the only one who can assign Saturday School with an automatic non refund fee of \$50.00. Students that receive a level 2 or higher are eligible for Saturday School. Students that serve three Saturdays will be suspended. In addition, anyone that did not serve or refuse Saturday school will be suspended.

## **6.2 UNIFORM POLICY**

Jordan Christian Preparatory maintains an official standard of dress, complete with a school uniform code, and all students are required to be in uniform whenever they are at school and at most school-related functions. We maintain this dress code for several reasons: (1) to underscore the school's seriousness of purpose by encouraging students to think of their attire as an aspect of their work; (2) to eliminate the self-consciousness and social competition which fashion tends to promote; and (3) to promote a sense of identity with the school and among the students as a group.

### **6.3 Uniform/Dress Code Policy:**

- Students attending Jordan Christian Preparatory are required to wear uniforms in all grades, Kindergarten through 12<sup>th</sup> grade. The uniform itself allows for personal selection of preferred colors and types of garments within the boundaries set by administration. The primary objective of the dress code is to give priority to the development of the inner self over the outer self. (1 Peter 3:3-4) Therefore, the criteria for the dress code promotes modesty, respect, safety and discretion. Students are expected to arrive at school in dress code and stay in dress code throughout the day. Parents must cooperate with the school in enforcement of the dress code by purchasing clothing items that coincide with the dress code. The administration has final say on dress appropriateness. The dress code is strictly enforced. Check with the office if you are uncertain about your uniform selections. All uniforms and ID violations consequences will increase as the students continue to ignore their policy.

**Dress code outline** - This outline is a skeleton of what the dress code is as a whole from the top to bottom. Any other clothing article can be in question with administration and subject to never being worn again.

### K - 12 Dress Code

<b>TOP</b>	<b>Bottom</b>
( Any of these color tops may be worn by ANY grade level.)	( Any of these color tops may be worn by ANY grade level.)
<ul style="list-style-type: none"> <li>• Polo style shirts or oxfords</li> <li>• Short or long sleeve with collars</li> </ul> <div style="display: flex; justify-content: space-around; align-items: center;">  </div>	<ul style="list-style-type: none"> <li>• Dress slacks , skirts , shorts ( Knee length)</li> </ul> <div style="display: flex; justify-content: space-around; align-items: center;">  </div>
<ul style="list-style-type: none"> <li>• Any shades of Blue , White , Gray , Black</li> </ul> <div style="display: flex; justify-content: center; align-items: center; gap: 10px;"> <div style="width: 20px; height: 20px; background-color: #0056b3; border: 1px solid black;"></div> <div style="width: 20px; height: 20px; background-color: white; border: 1px solid black;"></div> <div style="width: 20px; height: 20px; background-color: #a9a9a9; border: 1px solid black;"></div> <div style="width: 20px; height: 20px; background-color: black; border: 1px solid black;"></div> </div>	<ul style="list-style-type: none"> <li>• Khaki , Black , Dark Blue</li> </ul> <div style="display: flex; justify-content: center; align-items: center; gap: 10px;"> <div style="width: 20px; height: 20px; background-color: #f0e68c; border: 1px solid black;"></div> <div style="width: 20px; height: 20px; background-color: black; border: 1px solid black;"></div> <div style="width: 20px; height: 20px; background-color: #0056b3; border: 1px solid black;"></div> </div>
<ul style="list-style-type: none"> <li>• No logo except for the JCP logo</li> <li>• Must be appropriately buttoned</li> </ul>	<ul style="list-style-type: none"> <li>• Every belt loop must have a belt ( Girls &amp; Boys )</li> </ul>

**Please Note:**

All sweaters or sweatshirts must still have a school approved shirt underneath. All bottom wear, even school athletic apparel, must be worn at a natural waistline. **No hoodies** will be allowed to be worn in class.

**Inappropriate Tops ( all of the following are NOT permitted )**

- Shirts without collars
- Shirts that have a large designer logo
- Shirts that are designed to show skin in the belly or chest area

- Shirts with promotion of violence ,gangs, or under age drinking or smoking

**Inappropriate Bottoms ( all of the following are NOT permitted )**

- Jeans pants /shorts
- Pajama pants / shorts
- Leggings , jeggings , sweats , yoga , or joggers
- Sagging or any form of underwear exposure will be in violation of school conduct

**Appropriate Footwear** - Fully covered sneakers. No Crocs, slides, or bedroom shoes

**Appropriate Outerwear-** No hats ,headcovers ( bandanas, du-rugs,winter headband ,scarves, bonnets)

**6.4 Opt out Dress Code Policy:**

Students may opt out of dress code for one Friday a week . The fee for opting out is \$2 dollars. You may not pay in full but the day before or on the same day. Students may wear clothes outside of the dress code conduct but must still be within the respectfulness of the dress code environment . Students may not wear anything relieving of the body or underwear , inappropriate words , or anything of sexual intent or gang related.

**Enforcement Procedures: To be determined by the Principal.**

As the parent of \_\_\_\_\_, I understand this Code of Conduct and agree with them and want my child to grow into the morally high standards of this institution.

PARENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

I (student's name) \_\_\_\_\_, Understand and agree to this Code of Conduct and understand the consequences if I do not adhere to them.

STUDENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

SCHOOL OFFICIAL SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**6.5 Off-Campus Lunch**

JCP school board has approved the off-Campus Lunch Policy that allows principals to determine off-campus lunch provisions eligible for only *seniors*. The following guidelines have been established for Jordan Christian

Prep. It is important that parents and students understand the expectations and rules governing off-campus lunch privileges. Your signatures will indicate that you have reviewed and discussed these regulations and are fully aware of the liability associated with this privilege.

1. Parents and the student must have the application notarized by a certified notary, scan, and email the completed application to Mike.jcpnation@gmail.com
2. Payment of **\$25.00** must be paid in full
3. Only students who have earned the required credits to be classified seniors for the upcoming school year may apply.
4. All fines and fees must be cleared **before** applying for off-campus lunch privileges. Students with outstanding financial obligations will be denied.
5. Students with off-campus lunch privileges will not take students off campus who are not authorized to leave. This includes other juniors and seniors who have not been granted permission or who do not have valid off-campus ID passes .
6. Students with off-campus lunch privileges will return to school for the remainder of the school day.  
Note: If a student becomes ill while off campus, **a parent/guardian must call the school phone (863) 207-7319 to properly check the student out.** The student must present a parent's note to the Attendance Office upon return to school. Failure to check out properly will be treated as skipping.
7. Students with off-campus lunch privileges will maintain an acceptable conduct record in accordance with the policies of the Jordan Christian Prep.
8. Students with off-campus lunch privileges will return to class on time. **Excessive tardies and absences will result in a revoked lunch pass.**
9. Students with off-campus lunch privileges and their parents/guardians are responsible for where students go for lunch and for transportation.
10. Students with off-campus lunch privileges when returning to school may not purchase food to be brought back to other students.
11. No outside food is allowed in the building. Students with off-campus lunch privileges must consume their in their lunch room it may not go to the classroom
12. Students exercising off-campus lunch privileges must have their Off-Campus Lunch Pass in their possession at all times. The Pass must be presented to the school secretary officer each time the privilege is exercised.
13. Students exercising off-campus lunch privileges are not allowed to visit other school campuses while off campus during lunch.
14. The school assumes no extra liability for any accident or injury incurred in the exercise of this permit.
15. **Students with off-campus lunch privileges must remain in good academic standing in order to maintain off-campus lunch privileges. Any student whose GPA falls below 2.0 during a marking period may have his/her lunch pass suspended. The privilege will be reinstated the following marking period if the GPA rises to 2.0 or more.**
16. Students exercising off-campus lunch privileges should exit and return through the entrance at Charlotte Road , the first left after Old Winter Haven Rd.
17. Students exercising off-campus lunch privileges should exit the school building through the main entrance of the school only. Students are not allowed to exit the building through side doors or any other doors other than those at the main entrance of the building.

18. Students exercising off-campus lunch privileges should leave campus at the beginning of their assigned lunch periods. Loitering in the parking lot is prohibited. Students leave the parking lot immediately upon dismissal for lunch and report to the building immediately upon returning to school. Students who arrive late should report to the Attendance Office for a tardy pass.

19. Students will be required to pay the \$10 replacement fee in the event that the original pass is lost.

### Off Campus Pass Policy Infractions and Consequences

The following are infractions that will result in a revoked or suspended off-campus lunch pass:

- Loaning off-campus pass to another student
- Borrowing the off-campus pass of another student
- Forgery of Parent/Guardian signature
- Excessive tardies or unexcused absences
- Poor academic performance
- Driving students without off-campus privileges off campus
- Driving and parking violations
- Violation of the JCP Code of Student Conduct
- Producing or using counterfeit or non-school issued off-campus lunch passes
- **Bringing food back onto the school campus for another student**
- Failure to adhere to policies outlined in this document

Violation of Policy	Consequence
1st Offense	Loss of privileges for 1 week
2nd Offense	Loss of privileges for 2 weeks
3rd Offense	Loss of privileges for remainder of the semester or school year

### 7.1 TRUANCY/LEAVING SCHOOL GROUNDS

Students are NOT permitted to leave school grounds during the school day for any reason without permission from a school administrator. Leaving school grounds without administrative permission is considered truancy and will result in appropriate punishment. Truancy is defined as: student absence from school when a parent has the expectation that the student is in attendance. Schoolwork and tests that are missed may not be made up and the student will receive a zero for all assignments/tests. Long term assignments are exempt from the automatic zero. Students who breach this will have further consequences as they continue. Students who extend official

vacations before or after the allotted time and students who cut classes or assemblies may be considered truant and will have unexcused absences.

## **7.2 ILLNESS AT SCHOOL**

Any student who becomes ill at school must report to the main office with a pass from the teacher whose class will be missed. Upon reporting, the student should speak to Mrs. Andrea, explain the problem and request permission to call his/her parents/guardians if he/she desires to go home. The student must use the office telephone to call his/her parent/guardian and a staff member must speak to the person who has been called. The parent/guardian is expected to pick up his/her son/daughter within one hour. The center will call home if the student appears to be ill or if there is an indication of a continuing health problem on file. Additionally, parents and teachers will be notified if a student remains in the clinic for more than one class period.

## **7.3 MISSED AND LATE SCHOOL WORK**

It is the responsibility of a student who has an excused absence to make up any missed class work, homework, or written assignments. He/she must make arrangements to make up tests with the appropriate teachers. The teacher will determine a time for rescheduling tests and may do so before, during and after school. Make-up work is not to be done during a different teacher's class time. A student is expected, under normal conditions, to have all required make-up work completed within one week of the absence from a class. A student who misses class due to sports or school-related activities must turn in assignments that are due prior to departure and make up the day's missed work by the next day. The student also has the opportunity to make up work/test up the day of the missed class after school. **All late work will be marked as an automatic zero in the grade book school wide after two weeks have passed. Teachers may give makeup work but it may not count towards full credit on late assignments.**

## **7.4 RESIDENCE AND CUSTODY REQUIREMENTS**

Students must live with their parent(s) or legal guardian(s). Students who live with legal guardians must have an "in loco parentis" on file. International students must live with assigned host families.

**International** students must reside with the family of a host family assigned by the placement company. It is the responsibility of foreign citizens to remain abreast of all current immigration laws in order to maintain residence in the United States. Jordan Christian Preparatory does not give advice to students in this regard.

**Divorced** or separated parents must file a court-certified copy of the custody section of the divorce or separation decree, with the Principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

## **7.5 IMMUNIZATION POLICY**

A Florida Certificate of Immunization (HRS 680) will be required at the time of registration for all incoming freshmen and new students. State Law mandates that student(s) will not be permitted to attend Jordan Christian Preparatory until form HRS 680, provided by the Health Department, has been presented to the school.

## **8.1 EIGHTH GRADE CREDIT POLICY**

Students entering the ninth grade who have attended middle/grade schools offering high school credit in Algebra I and/or first year of a foreign language have the option of having these credits accepted. This option is exercised at the time of ninth grade scheduling and cannot be rescinded at a later date.

**Documentation** of the successful completion of each course is the responsibility of the student. An official transcript showing credit earned and grade assigned must be presented to the Guidance Department of Jordan Christian Preparatory no later than the first of school attendance. Students who do not produce official documentation by this date will be expected to repeat said course(s) at Jordan Christian Preparatory.

## **8.2 VISITORS**

All parents/visitors must sign in at the main office. If a parent wishes to meet with members of the faculty, an appointment is to be made through the guidance office. **Students may not receive visitors during the school day.**

**8.3 FINGERPRINTING, VOLUNTEER APPLICATION & REFERENCES** Jordan Christian Preparatory policy requires that ALL volunteers working with students be fingerprinted, complete a volunteer application, submit three reference forms, submit driver license information, and proof of insurance if transporting students, and complete safe environment training/Protecting God's Children. Forms are available in the main office and are to be completed and cleared before volunteering.

## **8.4 COMMUNICATION WITH PARENTS**

As the primary educators of their children, parents are encouraged to attend the evening programs designed to provide vital information for student success in high school and in preparation for college. These programs include: parent/teacher meetings and programs presented by the Guidance Office.

Parents may communicate with teachers by phone or via email/appointment. Teachers will respond to voice mail or email within 24 hours.

## **8.5 EMAIL COMMUNICATION BETWEEN STAFF AND FAMILIES**

1. Internal email will be used as a tool for communication between teachers and parents but does not replace any necessary communication by phone or in person.

2. Parents should expect an email response within 24 hours.

3. Teachers are not expected to respond to parent emails outside of normal duty hours.

4. Teachers are not expected to discuss extracurricular activities or athletics via email unless they are moderators of the activity.

5. Email requests do not replace students' responsibility to know assignments and upcoming due dates.

6. Email of unknown origin will not receive a response.

Each family is required to provide the school with an email address. It should be checked regularly by a parent so the school can send electronic communications.

## **9.1 TUITION AND FEES**

Tuition and fees are paid in accordance with the published Tuition/Fee Schedule Plan. Monthly payments are to be made through the 6, 10 and 12 month payment plan. ALL PAYMENTS ARE NON-REFUNDABLE. TUITION IS CONSIDERED DELINQUENT IF NOT PAID BY THE 5<sup>TH</sup> OF EACH MONTH. After the 5<sup>th</sup>, there is a \$30.00 late charge. If an account becomes delinquent, the family needs to contact the Headmaster to make payment arrangements. The school may withhold permission for the student to return to school if an account is not in current status or arrangements have been agreed to.

**All financial** obligations for students graduating from Jordan Christian Preparatory must be paid in full in order for students to participate in graduation ceremonies. Parents will be notified by the Headmaster in advance, giving them sufficient time to clear any outstanding balances.

**All financial** obligations for returning students must be paid in full prior to the beginning of the next school year. If necessary, a payment plan must be arranged with the Headmaster and adhered to.

Final transcripts will NOT be released until all school property has been returned and all financial obligations have been met. A \$25.00 fee will be charged for all returned checks. Families with multiple returned checks will be required to make all future payments in cash, certified check or money order.

## **9.2 FINANCIAL AID**

Jordan Christian Preparatory may grant financial assistance to students of families who demonstrate a need, have an earnest desire to attend Jordan Christian Preparatory and make a contribution to its future through their academic, spiritual and/or student leadership endeavors. Failure to meet the financial aid deadline outlined in the award letter will result in forfeiture of the financial aid.

**Families** who receive financial aid must keep their account in good standing or they may lose that benefit and may not be considered for future aid. Families receiving financial aid are encouraged to provide additional service to the school, such as volunteering, to help defray the cost of their reduced tuition.

**Jordan Christian Preparatory does** accept Step Up and McKay Scholarships and will provide eligible students with contact information to complete the application process. All checks for these scholarships are to be signed over to JCP.

## **9.3 ADVANCED PLACEMENT EXAM FEE**

All students enrolled in advanced placement classes are required to pay an \$89 exam fee.

## **9.4 CELL PHONE USE**

Students are prohibited from using cell phones in the classrooms. All cell phones must be concealed and turned off in class or on silent to not distract. Cell phone use while in class will result in confiscation of the phone until a parent is notified. Students may use their phones outside the classrooms during common areas such as lunch and between periods. Students and parents must realize that using a cell phone for unauthorized photography and/or videotaping of faculty, students or staff is a violation of the person's privacy. This behavior is unacceptable and subject to disciplinary measures.

## **9.5 DELIVERIES AND TELEPHONE MESSAGES**

Parents needing to drop off anything for their children must do so at the main office. No deliveries of flowers, balloons or other gifts for students will be accepted at Jordan Christian Preparatory. Phone messages received into the office will be given to students at the end of the day. Only messages from parents and guardians will be forwarded to students. Students will not be called out of class for telephone messages except in the case of an emergency.

### **10.1 THEFT PREVENTION/LOST AND FOUND**

The school will not be responsible for lost or stolen items. Students must take the following necessary precautions to help prevent theft and loss:

1. Large sums of money and/or valuable items, especially expensive electronics should not be brought to school.
  2. Mark all clothing, books, and belongings clearly and permanently.
  3. Keep all clothing, books, and belongings in their possession at all times.
  4. Never leave anything in a classroom or in an unsupervised area.
  5. If you are on campus before or after school hours for athletics, a club meeting or activity, follow the same theft-prevention habits as you would during the school day.
- Lost or stolen articles must be reported immediately to the office. Prompt reporting of missing articles improves the chances for recovery. Articles that are found should be turned in immediately to the main office.

### **10.2 Theft of school money ( C.A.T )**

CAT - ( Card Attempted Theft ) At Jordan Christian Prep we do not provide meals of any time of the day breakfast , lunch or dinner. Parents and students must provide daily sufficient meals for their daily breaks. However, students may purchase meals that JCP has third parties with to provide sufficient meals for that day. Students and parents may purchase these third party meals through the school in two forms of payment: cash or card.

In the resolution a card is declined or has a failed payment status that student will not receive any meal that day. In any attempt to trick or fraud any payment status of any situation below are consequences of a theft based scheme or scam. If a student is caught doing such behavior at Jordan Christian Prep.

Jordan Christian Prep has set the daily theft price at \$5 dollars a day per break time.

- Participant will have to work off calculated debt - Lunch detail , school community services inside and outside duties,
- Participant will have to pay a portion of the cash back if found convicted of such crime
- Participant if caught will have to do both pay portion and serve work duty
- Any transaction towards the school will be in physical cash temporarily or permanent during school year
- Transaction that **can not** be justified by documentation will be subject to the \$5 dollar a day that will be dated back to the current school year calendar

- Repeated offenders permanently forfeit any transactions with Jordan Christian Prep and will not be allowed to purchase anything with or aside JCP and be subject to dismissal of the school

## **10.2 ELECTRONIC DEVICES**

Only personal computers are allowed in the classrooms. Laser pens, cameras, and other communication devices besides cell phones are not permitted during the school day and will be confiscated.

## **10.3 FIRE DRILLS AND EMERGENCY EVACUATIONS**

In the event of an evacuation drill or emergency all students are to remain quiet and move in an orderly manner to the evacuation point via the evacuation route designated in the class room they are in. Each class is to form a line and remain there to accurately account for all students. In no case may a student return to the school building without permission of the Administration.

## **10.4 INTERNET ACCEPTABLE USE POLICY**

By virtue of the values professed in Christian schools, appropriate use of the internet available to students and teachers on our school site is assumed. We are very pleased to bring this access to our school community and believe the internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovations and communication.

**The** most important prerequisite for someone to receive an internet access privilege is that he or she takes full responsibility for his or her own actions and observes the moral teachings of the Bible. Although our faculty will provide appropriate guidance and supervision of Internet use, our school and the sponsor of this Internet connection will not be liable for the actions of anyone connecting to the Internet through this hook-up. All users and/or their parents or legal guardians shall assume full liability, legal, financial, or otherwise, for their actions.

## **10.5 EMAIL AND MESSAGE BOARD USE**

The school provides an Ignitia site message board to each student for use in internal communications between students and faculty. Use of these accounts is limited to school and academic-related matters...

Prohibited Email activities include: (on and off campus)

1. Cyberbullying or other forms of Internet harassment of users or entities inside or outside the network.
2. Bringing discredit to the school through false representation.
3. Conducting business transactions outside of those specifically related to student guidance.
4. Using the account as a delivery method for malicious software.
5. Using someone else's account, and allowing others to use your account for any reason.
6. Sharing account passwords is prohibited and passwords must be changed when prompted by network administrators.
7. Accessing or attempting to access the files of other students, faculty, or staff.

## **11.1 INTERNET SAFETY GUIDELINES**

1. Never give your last name to anyone on the internet.
2. Never give your phone number or mailing address to anyone over the internet.
3. Never reveal information about other people over the internet.
4. Never agree to a face-to-face meeting with someone you have “met” online without your parents’ consent.
5. If you receive any email or other communication with someone over the internet that makes you feel uncomfortable, tell your parents or a teacher immediately.
6. Students should avoid posting photographs or making remarks pertaining to drugs, alcohol, racism or reference to sex on social networking websites as these postings may be permanent.

### **11.2 INTERNET TERMS AND CONDITIONS OF USE**

All activity on school computers and networks is subject to monitoring. Any unacceptable practices will be reported to the Principal’s Office for further action.

1. All Internet access must be in support of education and research and consistent with the educational objectives of Jordan Christian Preparatory.
  2. The use of the Internet is a privilege, not a right, and inappropriate use will result in suspension or cancellation of that privilege.
  3. Do not post personal contact information about yourself or other people. Personal contact information includes your complete name, home address, telephone number, school address and credit card number. Do not agree to meet with someone you have met online. Report the incident to your teacher immediately.
  4. Be polite and use appropriate language. Do not be abusive in your messages to others. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Promptly report any message you receive that is inappropriate or makes you feel uncomfortable to your teacher. Remember that electronic mail (email) is not private.
  5. Do not attempt to access information that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other persons. Messages relating to or in support of illegal activities may be reported to the authorities. If you mistakenly access inappropriate information, immediately tell your teacher. Do not show the information to other users. This will protect you against a claim that you have intentionally violated this policy.
  6. Do not download any software without the prior consent of your teacher. Do not bring disks/flash drives to school or use disks/flash drives without your teacher’s permission. Do not make any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
  7. The school specifically denies any responsibilities for the accuracy or quality of information obtained through internet services. Do not use information in reports, etc., without citing the source. Use of another’s work without a citation is plagiarism.
- Students taking online classes are subject to the rules pertaining to the assigned coursework.

### **11.3 SEVERE ALLERGIES**

All students with severe allergies must have on file an Authorization for Treatment Form and a Release and Waiver of Liability Form. Forms should be received no later than the first day of school.

### **11.4 CONJUNCTIVITIS POLICY**

A student with suspected conjunctivitis (pink eye) will be sent to the main office for confirmation of suspicion. If affirmed, the main office will call the parent(s) to pick the student up from school, or get permission to drive home.

**To** be readmitted to school, the student must bring a note from the doctor stating that he/she is cleared to attend school and that medication has been prescribed. At least two doses of the medication need to be administered before returning to school (48 hours after the first dose is given).

## **11.5 HEAD LICE POLICY**

Any student with head lice and/or nits will be sent home immediately. The student will not be allowed to return to school until they have used a treatment and are free of lice or nits.

**The** student must report to the principal on the first return day and for the next five (5) school days to have his/her hair checked.

## **12.1 STUDENT WELFARE**

Any student who is determined by the Administration to be a danger to himself/herself or others may not return to Jordan Christian Preparatory until or unless the school receives a written statement from a licensed mental health professional stating that the student does not pose a threat to himself/herself or to others and is receiving appropriate treatment, and until an appropriate school official has the opportunity to consult with the professional who makes such a statement. In addition, Jordan Christian Preparatory guidance counselor will be given written permission by the parent/guardian to consult with that health care professional.

## **12.2 MEDICATIONS**

The State of Florida maintains strict laws governing the possession and use of medications on school campuses. JCP follows these laws as stated below: For each prescribed medication, the student's parent or guardian shall provide to the school principal a written statement which shall grant to the principal or his designee permission to assist in the administration of such medication and which shall explain the necessity for such medication to be provided during the school day, including any occasion when the student is away from school property on official school business. The school principal or his trained designee shall assist the student in the administration of such medication. Each prescribed medication to be administered by school personnel shall be received and stored in its original container labeled with the student's name. When the medication is not in use, it shall be stored in its original container in a secure fashion under lock and key in a location designated by the principal.

**There** shall be no liability for civil damages as a result of the administration of such medication when the person administering such medication acts as an ordinarily reasonably prudent person would have acted under the same or similar circumstances. Students with asthma and severe allergies: Students that are required to carry an inhaler or epinephrine auto-injector shall have a current inhaler permission form signed by the physician and parent on file in the main office, per Florida School Law 1002.20:

(h) Inhaler use. Asthmatic students whose parent and physician provide their approval to the school principal may carry a metered dose inhaler on their person while in school. The school principal shall be provided a copy of the parent's and physician's approval.

(i) Epinephrine use. A student who has experienced or is at risk for life-threatening allergic reactions may carry an epinephrine auto-injector and self-administer epinephrine by auto-injector while in school, participating in school-sponsored activities, or in transit to or from school or school-

sponsored activities if the school has been provided with parental and physician authorization. The State Board of Education, in cooperation with the Department of Health, shall adopt rules for such use of epinephrine auto-injectors that shall include provisions to protect the safety of all students from the misuse or abuse of auto-injectors. A school district, county health department, public-private partner, and their employees and volunteers shall be indemnified by the parent of a student authorized to carry an epinephrine auto-injector for any and all liability with respect to the student's use of an epinephrine auto-injector pursuant to this paragraph. All medications must be picked up by a parent at the end of the school year. Any medications left at the school after final exams will be disposed of properly. At Jordan Christian Preparatory non-prescription drugs and other over-the-counter medications are handled similarly to prescription drugs. At no time are students allowed to have prescription or non-prescription drugs in their possession.

### **12.3 INJURIES AND PHYSICAL LIMITATIONS FOR PE AND SPORTS**

When a student is unable to participate in PE or sports, the parent must provide a note to the office describing the issue. Any time a student is unable to participate in PE for more than one day, documentation from a doctor is required. All documentation must include a reason for non-participation and a date for return to activity. Students who are unable to participate in PE due to medical reasons should expect an alternate assignment. Significant injuries and all concussions require medical clearance to participate in all sports.

### **12.4 FUNDRAISERS**

From time to time student fundraisers are held at Jordan Christian Preparatory. Monies, products, and other materials used in fundraising become the responsibility of the student. If monies or products are lost or stolen, the student is responsible to replace or make reparation for what is lost or stolen. All fundraisers must be approved and cleared by the principal and Headmaster.

### **12.5 NON-SCHOOL PUBLICATIONS**

The distribution of non-school publications, flyers, etc. is strictly prohibited without the expressed written consent of the principal or headmaster.

### **13.1 PETS**

Pets are not allowed on any part of the campus. This includes athletic events.

### **13. 2 PRAYER REQUESTS**

Requests for prayers for a special intention may be submitted by the student to the school main office before the a.m. bell to be reviewed by the principal.

### **13.3 PREGNANCY**

A student, whether male or female, involved in an out-of-wedlock pregnancy may remain in school provided the parents give written permission. Additionally, a female student must have time-specified written permission from her physician authorizing her to remain in school.

### **13.4 ROOM USAGE**

The classrooms, gym, and materials inside of those areas are not to be used at times other than the normal school day without the expressed permission of the principal and Headmaster.

### **13.5 SKATEBOARDS AND ROLLERBLADES**

Skateboards, rollerblades or similar items are not to be used on campus

### **14.1 TRANSPORTATION**

When driving on school property, all drivers shall observe the 10 M.P.H. speed limit. All speed and driving laws are to be observed.

**The administration reserves the right to search any vehicle at any time on school property.**

### **14.2 DROP OFF AND PICK UP**

Drop off and pick up procedures are set by JCP administration. Generally, parents are to drop off and pick up students in the front parking lot. Students with medical/early dismissals, must sign out at the main office before departure. Parents/visitors park in the “Visitor Parking” area only.

### **14.3 PARKING AND DRIVING ON CAMPUS**

Upon arriving at school, a student may not remain in any car or loiter in the parking lot. Students wishing to go to their cars during the school day must have permission from and be accompanied by an administrator.

Parking for student cars is available at Jordan Christian Preparatory. All students are to park in their assigned spaces. Students using the parking facilities at school are required to obtain a parking permit to be displayed on the rear-view mirror of the vehicle. The permit is transferable to any vehicle registered with the school by that family. All vehicles parked on the Schools property must be properly insured and all drivers must be properly licensed. Parking permits are available throughout the school year in the main office.

The following student driving violations may result in a monetary fine up to \$50.00.

The loss of driving privileges or other actions are addressed in the disciplinary section of this handbook:

1. not displaying the current parking permit,
2. parking illegally or in an unassigned space,
3. careless driving,
4. excessively loud or offensive music,
5. leaving trash in the parking lot.

### **14.4 VAN INFORMATION**

Limited van transportation is available from JCP. Call the main office for information. Students must adhere to all Jordan Christian Preparatory policies and the student code of conduct while riding the bus and at the pick-up/drop-off locations. The following specific guidelines must be followed by all bus passengers to ensure the safety of the bus and its riders:

1. Students must show respect to the driver at all times and should show respect for fellow students while riding the bus;
  2. Students must remain seated at all times. Drivers may assign seats as necessary;
  3. Students are allowed to talk, however, they must keep their voices low so as not to distract the driver;
  4. Horseplay or other inappropriate behavior will not be tolerated on the bus;
  5. Keep all parts of the body inside the windows at all times;
  6. Small snack items (i.e. breakfast bars, etc.) and bottled water are allowed on the bus. However, if food, drink, and/or debris are left on the bus or if there is a problem with this policy, the privilege may be modified or revoked at the discretion of the driver;
  7. Students are responsible for the cleanliness of their seat areas and must dispose of trash upon each departure from the bus;
  8. Students may not throw or toss items to one another and must keep all personal items with them at all times. Students will be instructed on how to secure their personal belongings safely to prevent any mishaps should the bus have to make a sudden stop;
  9. Students may not communicate with any person or vehicle outside of the bus;
  10. Wait until the bus has come to a complete stop before exiting or entering the bus. When the bus approaches its stop, students ready to board must remain five feet away from the bus as it approaches;
  11. Enter or leave the bus only at the front door after the bus has come to a complete stop, except in the case of an emergency or on instruction from the driver;
  12. Skateboards, surfboards or other similar items are not allowed on the bus.
- Note: The dress code applies on the bus and at the pick-up/drop-off locations. These Transportation Guidelines will be distributed to each student riding a bus. Each student and parent must sign off on it by signing this handbook.

## **14.5 DANCES AND EXTRACURRICULAR ACTIVITIES**

Dances are sponsored by Jordan Christian Preparatory. Non-JCP students may attend only if they are the dates of currently enrolled students and their expected attendance cleared by the Administration. Behavior at dances is subject to the school's disciplinary code. All students must adhere to the Jordan Christian Preparatory dress code.

## **15.1 ANTI-BULLYING POLICY & CONFLICT RESOLUTION**

### **Anti-Bullying Policy**

John 15:12 – *“My command is this: Love each other as I have loved you.”*

- In an effort to instill biblical values and create a more loving environment, our school has adopted this policy. From time to time, conflict can occur. Jordan Christian Preparatory realizes that while bullying may occur, it is never acceptable. We have zero tolerance for such conduct and consistent with this policy a true violation will result in appropriate disciplinary action. We seek to implement a clear framework for dealing with bullying incidents in order to protect our students and help the bully to learn how to relate in a way that is in line with biblical standards.
- Our policy is based on the principle that bullying is “not OK at JCP.” Jordan Christian Preparatory will not tolerate any mean-spirited, unlawful or disruptive behavior, including any form of bullying, cyber-bullying,

or retaliation in our school buildings, on school grounds, in school-related activities, or that occurs outside of school and creates a hostile school environment for the targeted student. We will promptly investigate all reports and complaints of bullying, cyber-bullying, and retaliation, and take prompt action to restore a safe learning environment for students who are bullied and to prevent further bullying or harassment by students who are identified as perpetrators of bullying. JCP recognizes that not all inappropriate behaviors should be considered bullying or willful violation of this policy. Behaviors will be assessed by the teacher and/or administrator and addressed according to the procedures below.

#### **PROCEDURES**

- · Reporting of any bullying activity can be done by calling JCP at 863-430-5451 or by emailing at mike.jcpnation@gmail.com.
- · Investigations into bullying allegations must be undertaken in a timely manner after the reporting of a bullying incident, and should be carried out in such a way as to minimize the risk of escalation.
- · All parties will be spoken to: victim, bully and sufficient bystanders to establish the facts of the situation and to hold them accountable for their actions/inaction. Generally, all parties will be asked to give a verified account of what has happened with a view to understanding the whole picture.
- · Parents/caregivers of students accused of bullying and the victim of the bullying will be informed.
- · All incidents are to be documented and written reports will be kept on the behavior.
- · All staff will be informed about and have access to the information recorded on all incidents so that they may be aware of any issues between students.
- · Parent(s)/caregivers of victim and bully will be informed throughout the process and may be invited to be present in discussions. In some cases, this may apply to parents/caregivers of bystanders also.
- · Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily. The school will take serious disciplinary action in cases of retaliation.
- · Discipline will follow.

#### **RESPONSIBILITIES OF STUDENTS**

- · In addition to reporting bullying behavior, students must ask the offending student to stop.
- · Students being bullied must promptly report it to school staff, faculty, administration and their parents.
- · Students who are aware of bullying must promptly report it to their teacher. It is the responsibility of all students (victims and witnesses) to report all occurrences of bullying behaviors as outlined in this policy, whether or not directed at them or others. Students who have knowledge of such behaviors are required to report this information and may do so without fear of consequences. **The filing of a false or fabricated complaint of bullying, cyber-bullying, or retaliation is strictly prohibited and shall result in disciplinary action.**
- · Students must be willing to resolve bullying situations, employing forgiveness and some changes in behavior. · Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a teacher or school Principal.
- · Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely based on an anonymous report unless the school's investigation confirms the bullying behavior.

#### **PARENTS, GUARDIANS, OTHERS**

- · Jordan Christian Preparatory expects parents, guardians, caregivers and others who witness or become aware of an instance of bullying or retaliation involving a student to promptly report it to their child's teacher or the school Principal. Any individual who wishes to file such a complaint may request, and shall be provided with, assistance from a school staff member to complete a written report.
- · **The filing of a false or fabricated complaint of bullying, cyber-bullying, or retaliation is strictly prohibited and shall result in disciplinary action.**
- · Parents need to accept that the whole story may be quite complex and trust the school to resolve bullying matters.

#### **STAFF**

- · Non-teaching staff should refer all allegations of bullying to a teacher of the school or the school Principal.

**FACULTY**

- · A faculty/staff member will promptly report to the school Principal any instances of bullying or retaliation witnessed by the faculty/staff member or that is reported to the faculty/staff member by a student, parent, or other individual. The requirement to notify the school Principal shall not, however, limit the authority of the faculty/staff member to respond to behavioral or disciplinary incidents consistent with school policies and procedures for behavior management and discipline.
- · Teaching staff are to refer to their Principal with all allegations/incidences of bullying. This will be done in a timely manner (within one school day of report).

**REPORTING BULLYING**

- It is the responsibility of all students, parents, faculty and staff members to report all occurrences of bullying behaviors as outlined in this policy. Parents and students who have knowledge of such behaviors are required to report this information and may do so without fear of consequences. Additionally, students who feel that they have been or are the victims of bullying behaviors should promptly notify a school faculty member or the Principal. Those parents or students who report such behaviors will not be the target of retaliation or reprisal in any way. **Any student who withholds information regarding bullying behavior or provides inaccurate or false information will be subject to disciplinary action including possible removal from school.**
- If the school Principal determines that disciplinary action is warranted, the disciplinary sanction will be determined based on facts, including the nature of the conduct, the age of the student(s) involved, the severity and period of time during which such conduct has occurred, whether the student has previously engaged in such conduct, and the need to balance accountability with the teaching of appropriate behavior. Students found to have engaged in bullying, cyber-bullying, or retaliation may be subject to a range of disciplinary consequences including, but not limited to: reprimand, detention, suspension, expulsion or other sanctions as determined by the school Principal. Any such disciplinary sanctions shall be imposed in accordance with biblical principles, equity and school policies.

Matthew 18:15-20 "Moreover, if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, so that by the mouth of two or three witnesses every word may be established." Unfortunately, personality conflicts and misunderstandings can happen. Though rare, it is important that we agree on how to deal with these situations, should they arise.

1. Parent/ Guardian first will make conflict known to the Principal.
2. If resolution cannot be made, the conflict will be presented to the JCP School Board. All decisions by the board are final.
3. If the parent is not in agreement, they may withdraw the student; but the Financial Contract is still binding. No fees will be returned.

**Note:** *The administration of JCP reserves the right to treat any single act as severe enough to warrant dismissal/expulsion from school.*

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

## **15.2 PARENT/GUARDIAN RESPONSIBILITIES**

1. Frequently check the school website for updates at [www.jcprep.org](http://www.jcprep.org)
2. Pay all fees when due. Students will not have access if there are out-standing fees. No records or transcripts will be released if there are outstanding fees.
3. Arrange for supervision of all students under the age of 16.
4. Check student progress on Ignitia using your child's log in data or Praxi (for K5-6<sup>th</sup> grade) you were provided with at the beginning of the school year.

## **15.3 HOMEWORK POLICY**

### **Purpose**

Homework is an important part of our educational program and should be assigned on a regular basis.

Homework assignments should be purposeful and continuations (or extensions) of the instructional program and an integral part of the total evaluation. Homework, appropriate to the student's development level, should be given for the purpose of review, practice, reinforcement, inquiry, application, and enrichment. Homework should help students become responsible, self-directed learners.

### **Time**

Although the time required for the completion of an assignment will vary from student to student, teachers should be cognizant of the demands of other disciplines when planning homework assignments. Teachers at Jordan Christian Prep will strive to make homework assignments that do not exceed 120 minutes per day.

### **Evaluation**

Students are expected to turn in work on time. Since the successful completion of homework assignments will play an important part in the final evaluation of the student, parents and teachers share a mutual responsibility of encouraging completion of assignments. Homework should be considered in reporting a student's progress to parents; however, homework should not exceed ten percent (5%) of a student's academic grade for a marking period.

Actual time required to complete assignments will vary with each student's study habits, academic skill, and selected course load.

### **Responsibilities of Staff**

Each teacher shall follow the JCP Homework Policy regarding the amount of homework assigned and the length of time required for completion. Additionally, the following procedures should be implemented to ensure homework is appropriately assigned:

- Assign relevant, challenging and meaningful homework that reinforces classroom learning.
- Provide homework assignments that are specific, within the student's ability and have clearly defined expectations.
- Answer and clarify questions pertaining to the completion of all homework assignments.
- Provide specific and timely feedback on homework assignments.

- Communicate with other teachers.
- Involve parents and contact them if a pattern of late or incomplete homework develops.

### **Responsibilities of Parents**

Students and parents will be informed of the specific homework requirements and evaluation procedures for a given course in the policies and procedures guidelines issued by each classroom teacher at the beginning of the school year. Students are expected to turn in work on time. The following are suggestions to help develop good homework assignment procedures:

- Set a regular, uninterrupted study time each day.
- Establish a quiet, well-lit study area.
- Monitor student's organization and daily list of assignments in their student agenda.
- Help students find the answer; not just get it done.
- Be supportive when the student gets frustrated with difficult assignments.
- Contact the teacher to stay well informed about the student's learning process.

### **Responsibilities of Students**

Students and parents will be informed of the specific homework requirements and evaluation procedures for a given course in the policies and procedures guidelines issued by each classroom teacher at the beginning of the school year. Students are expected to turn in work on time. The following are suggestions to help develop good homework assignment procedures:

- Write down assignments in an agenda.
- Be sure all assignments are clear. Don't be afraid to ask questions if necessary.
- Set aside a regular time for studying.
- Find a quiet, well-lit study area.
- Work on homework independently whenever possible, so that it reflects student ability.
- Produce quality work.
- Make sure assignments are done according to the given instructions and completed on time.

## **15.4 MAKE -UP WORK**

Students are given the same amount of days they are absent. Students may receive homework to count as the make -up work. Students have no less than 2 days of make-up days in a 9-weeks. Students may make up failed attempts but may not receive full credit.

## **15.5 CHEATING**

Students accused of Cheating will be put on Academic Probation and will be required to retake quizzes and tests with a Proctor of Jordan Christian Preparatory's discretion such as: The principal, teacher, Headmaster or an approved school employee.

## **16.1 WITHDRAW POLICY**

Parents wishing to withdraw their child from JCP must request the transcript from the school website:www.jcprep.org or ask the new school to send a records and withdrawal request. All records will be sent to the student's new school.**Fees are non-refundable and any outstanding balances are due before records will be released.**

### **16.2 ANNUAL TESTING**

**ALL students**, grades 3rd through 10<sup>th</sup>, are required by state law to take an annual achievement test. Special needs students have the option of being tested individually. JCP presently is using an online testing service approved by the State of Florida.

**Failure to be tested will result in dismissal from Jordan Christian Preparatory or ineligibility to enroll the following year. If your student receives a state scholarship that pays for their tuition to attend JCP, this test is mandatory and given once per year in grades 3<sup>rd</sup> through 10<sup>th</sup>. This test does not determine if your child will be promoted to the next grade level.**

### **16.3 WEIGHTED GRADING SYSTEM & CREDITS**

All honors, advanced placement and dual enrollment courses are weighted one additional point for a passing grade.

Letter Grade	Numeric Grade	Point Scale	H, AP & DE
A	90-100	4.0	5.0
B	80-89	3.0	4.0
C	70-79	2.0	3.0
D	60-69	1.0	1.0
F	0-59	0.0	0.0

**ALL GRADES COMBINED AVERAGE OUT TO A MINIMUM OF A 2.0 OR HIGHER.**

#### **16.3 (a) CREDITS**

Credits are given on **completion of a semester** not completion of a physical school year. And “I” = Incomplete and will be on the report card for the second and fourth quarter if a subject is not completed.

**\*\*\*If you transfer from JCP before the end of a Semester you will receive **no credits**\*\*\* for that semester.**

**\*\*\*Failure to stay on track at the end of each 9-weeks automatically places the student on Academic Probation which will require an immediate meeting with the student's parent/guardian, teacher, Guidance Advisor, Principal and Headmaster\*\*\***

We hold all of our students to the same standards, do not ask us to make an exception for you.

All assignments are issued from the teachers and entered into ALMA, assignments missed causing a failure or incomplete must be made up through the teacher and SARC guidance in the timeframe set in this handbook.

For Community Service Credit, turn in the Community Service verification form with the supervisor's signature.

Credits are received per Semester. The First Semester ends \_\_\_\_\_ and the Second Semester ends \_\_\_\_\_, please refer to the school calendar (dates may change every year).

If the student does not complete the course during the traditional school year, they may have the opportunity to finish it during summer school with approval from the Headmaster.

**That grade will replace the “I” incomplete. If they do not finish the course in summer school, the “I” is replaced with an F for that semester.**

The course must then be RETAKEN the next semester of the following school year in order to remove the F from their records. If an “I” (incomplete) is received during the first 3 grading periods, the student has 3 weeks to complete that semester's work. After 3 weeks, the student will receive an F if the work is not turned in.

### **16.5 CREDITS REQUIRED FOR GRADUATION**

24 Credits are required for a High School Diploma. 28 Credits required for a College Prep Diploma. Honors and AP courses are available.

Theology/Bible 4 credits

English 4 credits

Mathematics 4 credits

Science 3 credits

World History 1 credit

American History 1 credit

American Government ½ credit

Economics ½ credit

Foreign Language 2 credits

Fine Arts 1 credit

Health Opportunities through PE (HOPE) 1 credit

Electives 4 credits

Twenty-five hours of community service are required Bright Futures Scholarships

### **17.1 SENIORS**

Seniors are required to pass both semesters of all subjects taken during their senior year in order to participate in graduation ceremonies.

Seniors who graduate with honors will be designated:

Summa Cum Laude 4.0+ overall weighted GPA

Magna Cum Laude 3.5-3.99 overall weighted GPA

Cum Laude 3.0-3.49 overall weighted GPA

### **17.2 REQUIREMENTS FOR GRADUATION**

Twenty-four (24) credits, as well as a 2.0 unweighted cumulative grade point average, are required for graduation from Jordan Christian Preparatory. Students who transfer from another school must meet course requirements; however, credit requirements may be adjusted if the school in which the student previously resided has fewer credit requirements, and a full seven course schedule, plus summer school would not allow the student to make up the deficit and required courses. This adjustment would be agreed to in writing by the school administration at the time of the student's acceptance. It is the policy of Jordan Christian Preparatory that a student must successfully complete all courses attempted during his/her secondary program in order to graduate.

### **17.3 DIPLOMA**

To earn a general high school diploma, the State of Florida requires students to attain an unweighted cumulative GPA of 2.0 in addition to fulfilling all state and local requirements. Students not attaining a 2.0 at the end of each semester will be placed on academic probation. Juniors not attaining a cumulative 2.0 at the end of their junior year will be reviewed before receiving an offer of continuing admission for their senior year.

### **17.4 CLASS RANKINGS**

All courses taken at Jordan Christian Preparatory are used to determine class rank using the weighted grading system. Class rank is calculated at the end of each semester beginning with the first semester of grade nine. Final class rank is calculated at the end of the second semester of grade twelve. Any course taken in addition to the course load scheduled by Jordan Christian Preparatory will be assigned credit but will not be included in the GPA calculations. High school courses taken prior to 9th grade will be assigned credit but will not be included in the GPA calculations.

In order for a student to be considered for valedictorian and salutatorian honors, he/she must have attended Jordan Christian Preparatory for their entire junior and senior year (4 semesters). Determination of valedictorian and salutatorian is made based on a cumulative weighted GPA including all eight semesters of high school. Fill out the Senior Checklist on [www.matanzasacademy.com](http://www.matanzasacademy.com)

### **17.5 ALL SENIORS MUST**

1. Fill out the Senior Graduation Application ([www.jcprep.org](http://www.jcprep.org) under SENIOR tab)
2. Make sure that all of the required courses for Graduation will be completed by May.
3. Sign up on the Bright Futures Website—IF YOU QUALIFY  
[WWW.FLORIDASTUDENTFINANCIALAID.ORG](http://WWW.FLORIDASTUDENTFINANCIALAID.ORG)
4. Attend with a parent the Senior meetings
5. Turn in Cap and Gown order when requested
6. Have Senior Picture taken order Senior Ring
7. Attend the Graduation Ceremony in May. ***This is a requirement for a diploma.***
8. Take the SAT or ACT college board test in September. These Tests may/should be taken more than once.

Scholarships depend on these scores.

9. Order Transcripts by submitting the Transcript request form found on [www.jcprep.org](http://www.jcprep.org)

### **18.1 COLLEGE BOARD TESTS**

Junior and Seniors need to register to take these tests at ACT.org or SAT.org Students can register on-line. **Seniors must take the college board tests during their senior year.**

**JORDAN CHRISTIAN PREPARATORY CODE \_\_\_\_\_**

### **18.2 DUAL ENROLLMENT AT THE COMMUNITY COLLEGE**

Many students like to begin taking dual enrollment courses in the 11th and 12th grades. Only top students are allowed to dual enroll. The criteria for enrollment is: attendance, ACT, SAT, OR CPT test scores, GPA, motivation. Classes are to be scheduled for the afternoon sessions. There are many steps that need to be taken in order to Dual Enroll. **DO NOT WAIT UNTIL THE LAST MINUTE.**

Enrollment forms must be entered into the college at least 9 weeks before classes begin. Dual enrollment courses count as high school credits as well as college credits. Grades earned are part of their permanent College Transcript. Students must receive no lower grade than a C to continue to participate in this program.

1. Inform our Office of your desire to dual enroll and enrollment forms will be e-mailed to you.
2. Be a Junior or Senior.
3. Completed courses for Freshmen and Sophomore years

3. Must have an overall GPA of 3.0

4. Must have the following minimum check with JCP for scores needed.

These Requirements are subject to change without prior notice and are set by the state. Please contact the Guidance office to get updated on requirements.

### **18.3 SUMMER SCHOOL**

Summer School is available for all students needing remedial or Grade Forgiveness and those wishing to “get ahead.” Students are under their own supervision in the summer time courses. Summer school will run from the last day of school until August 1<sup>st</sup>. Summer school will be guided by the Headmaster.

#### **High School students may use Summer School:**

1. to complete courses not finished during the regular school year.
2. make up missing credits
3. to earn more credits towards graduation

#### **18.3 (a) SUMMER SCHOOL DEADLINES**

Students who need a half credit must complete the course prior to ***June 30.***

Students who need a complete credit must complete the work prior to ***July 31.***

Credits are given at the completion of the course.

## **18.4 FRESHMAN YEAR CHECKLIST**

You are embarking on your FUTURE. There is the old adage: “You don’t plan to Fail. You failed to Plan.” This means that if you don’t set goals, you will never succeed. There are many steps to getting to where you want to be and this is your first year in that plan. Ok, so you don’t know exactly what you want to be when you grow up but there are steps you must take no matter what that career is going to be.

Check List:

\_\_\_\_\_ Pass with 75% or higher College Prep Classes in Eng. I, Science, World His, Algebra I, HOPE + 1 elective.

\_\_\_\_\_ Apply yourself to keep your GPA at a 3.0

\_\_\_\_\_ Learn and practice time management skills and good study habits.

\_\_\_\_\_ **Make sure that you take and pass a MINIMUM of 6 credits per year.**

\_\_\_\_\_ Review the Requirements for the Florida Bright Futures Scholarships.

\_\_\_\_\_ Get involved in community (PALS), Sports, and church activities.

\_\_\_\_\_ Maintain a strong moral and behavioral attitude.

NOTES:

## **18.5 SOPHOMORE YEAR CHECKLIST**

You have one year down. You have to review your plan and make sure that you aren’t missing any key points. Part of being a good planner is learning how to readjust the plan to meet your continuing changing needs, likes, and dislikes.

Check List:

\_\_\_\_\_ Check your GPA from last year. Is it where you want it to be? Did you make your goal of a 3.0?

\_\_\_\_\_ Work hard to keep your GPA as a 3.0

\_\_\_\_\_ **Make sure that you take a MINIMUM of 6 credits this year.**

\_\_\_\_\_ Continue learning good management skills and study habits.

\_\_\_\_\_ Review the requirements for the Florida Bright Futures Scholarships

\_\_\_\_\_ Consider whether or not you will be taking Dual Enrollment courses in your Junior year. Plan now and register to take the CPT test at your local State College.

\_\_\_\_\_ Purchase an ACT/SAT prep course (you can find these at Walmart, Staples, etc.) or the online one on the ACT and SAT sites. ACT.org, SAT.org

\_\_\_\_\_ Continue to be involved in community and church activities.

NOTES:

## **19.1 JUNIOR YEAR CHECKLIST**

You are halfway there! Hurray! The first 2 years have gone quickly and the last will too. Make sure that you review what you want out of life and how you are going to achieve those things. Remember that they will not just magically happen. It takes planning, hard work, and diligence. Review your plan, tweak those individual wants and desires, adjust to make it happen.

Check list:

\_\_\_\_\_ Check your GPA from last year.

\_\_\_\_\_ **Make sure that you are scheduled to take a minimum of 6 credits.**

\_\_\_\_\_ Apply on line to take the SAT or ACT in the Spring. ACT.org and SAT.org our School code is 101-476

\_\_\_\_\_ Continue to practice good time management and study habits.

\_\_\_\_\_ Create a wish list of approximately 5 possible college or post secondary schools.

\_\_\_\_\_ Create a checklist of admissions requirements for those colleges and make sure that you qualify.

\_\_\_\_\_ Buy a class ring at Wal-Mart or other jewelry Store

\_\_\_\_\_ During Spring Break and Summer Vacation to:

\_\_\_\_\_ Visit as many of your colleges as possible

\_\_\_\_\_ Sign up to retake the SAT or ACT in September

**Athletes:**

\_\_\_\_\_ **Make a short video or CD of your best games(s) from Junior year to send to coaches**

\_\_\_\_\_ **Fill out the NCAA Clearinghouse form available online at [www.ncaa.org](http://www.ncaa.org)**

**NOTES:**

**19.2 SENIOR YEAR CHECKLIST**

You have almost made it! Yes, I said *almost*. This is not the year to slack off. This is the year of planning so that your future is secured. There is a lot for you to do and it starts at the beginning of the year, not after you graduate. Check your plan, adding the college or school you plan to attend next year.

Check List:

\_\_\_\_\_ Fill out the Graduation Application online at [www.jcprep.org](http://www.jcprep.org)

\_\_\_\_\_ Check your GPA and plan what you need to do to pull it up if necessary.

\_\_\_\_\_ **Take 4 to 6 credits this year depending on previous credits.**

\_\_\_\_\_ Apply for admission to all colleges by OCTOBER 31

1. Application forms, most are online
2. Application fees, usually paid by credit card
3. Transcript request form on [Matanzasacademy.com](http://Matanzasacademy.com)
4. Letters of recommendation
5. Essays if required

\_\_\_\_\_ Set up a file system for tracking your applications and responses from colleges

\_\_\_\_\_ Open a Financial Aid account with [floridafinancialaid.edu](http://floridafinancialaid.edu)

\_\_\_\_\_ Fill out form ([www.jcprep.org](http://www.jcprep.org)) for final transcripts to be sent from JCP to your college of choice after graduation.

\_\_\_\_\_ Evaluate the complete package from each school where you have been accepted, including all financial aid, and make your final decision by the schools' deadline, usually mid-March.

\_\_\_\_\_ Buy a class ring at Wal-Mart or other jewelry Store

\_\_\_\_\_ Attend required Senior Graduation Events

- a. Graduation practice
- b. Commencement (Graduation)

\_\_\_\_\_ Graduate!!! Get ready to start on your next step of life!

NOTES:

Revised 8 /