



# **Jaelio Academy**

## Student Handbook

2026-2027

# Jaelio Academy Student Handbook

Table of Contents.....	1
Mission.....	3
Statement Of Faith.....	3
Nondiscrimination Policy.....	3
Standard of Conduct.....	4
Admission General Policy.....	5
New Student Enrollment.....	5
Re-enrollment Procedure.....	6
Financial Information.....	6
Calendar/Schedule.....	6
Drop-Off/Pick-Up.....	7
Fridays.....	7
Sickness, Disease, and Medication Policies.....	7
Attendance and Punctuality Policies.....	9
Parent Communication and Partnership.....	11
Car Line.....	12
Afterschool Expectations.....	13
After School Supervision.....	13
Academic Information.....	14
Graduation Requirements and Academic Credits.....	14
Honor Roll.....	15
Homework Philosophy and Policy.....	15
Accountability and Consequences.....	16
Continued Non-Compliance.....	16
Student Withdrawal Process.....	16
Withdrawal Requirements.....	16
Physical Education.....	17
Dress Code Policy.....	17
Student Conduct and Discipline.....	18
Foundational Classroom Rules.....	19

# **Jaelio Academy Student Handbook**

Disciplinary Actions.....	19
Dismissal and Expulsion.....	20
Safety and Security.....	21
Visitors.....	21
Security.....	21
Child Pick-Up Restrictions.....	21
Student Life.....	22
Extreme Weather Conditions.....	22
Telephones and Cellphones.....	22
Lunch Program.....	23
Lost and Found.....	23
Student Automobile Policy.....	23
Social Media Footprint.....	23
Student Responsibilities.....	24
Accountability.....	24
Computer Policy.....	25

# **Jaelio Academy Student Handbook**

## **Contents**

Jaelio Academy reserves the right to make changes, amendments, or corrections to this handbook and to the daily rules and procedures of the school at its discretion, with or without prior notice.

## **Mission**

Our mission is to cultivate curious and informed minds, strong character, and a lifelong love of learning by building upon the core values of a ‘whole-child’ education with a student-centered, family-style approach -- all while integrating the guiding principles of the Christian faith. We are committed to academic excellence, personal integrity, and nurturing a community where students are trained in a continual pursuit of intellectual growth, spiritual development, and service to others with wisdom and compassion.

## **Statement Of Faith**

At Jaelio Academy, we affirm the following three general propositions:

- 1) The God of the Bible is real.
- 2) The Bible is true.
- 3) The Jesus recounted in the gospels is the historical Jesus, who was born of a virgin, performed miracles, lived a sinless life, and rose from the dead after being crucified for the sins of the world.

## **Nondiscrimination Policy**

Jaelio Academy admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, admission policies, or other school-administered initiatives.

# Jaelio Academy Student Handbook

## Standard of Conduct

Jaelio Academy holds that salvation by faith in Christ is the initial step in the Christian life. There is adequate biblical basis for the idea of spiritual growth into the image of Christ through the work of the Holy Spirit. This growth begins at the initial moment of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the biblical demands for a holy life which fulfills both God's moral law and high law of love.

A sense of the need for spiritual growth in our students has led Jaelio Academy to adopt the following standards which are based upon biblical principles and are conducive to the spiritual growth and development of young people. Students are expected to abide by the following standards throughout their enrollment:

- Maintain Christian standards in courtesy, kindness, honesty, morality, dress, and environment
- While at school, it is required that students avoid participation in:
  - Swearing or indecent language
  - Inappropriate online or social media content
  - Smoking in any form, to include e-cigarettes and vaporizers
  - Possession or use of alcoholic beverages, drugs, tobacco, or related products
  - Gambling
  - Stealing
  - Pornography
  - Refrain from harassment, fighting, violence, or threats of any kind regardless of provocation; public disruptions or exhibitionism in any form; promoting division or a divisive spirit, pictures, writings, flags, banners, slogans, gang-related items, or any divisive activism.

## **Jaelio Academy Student Handbook**

Students found to be out of compliance or harmony with Jaelio Academy's Standards of Conduct will be subject to administrative withdrawal. Any student who has been arrested by public law enforcement authorities will be suspended until such time as that student is adjudicated either guilty or not guilty. Any student who is adjudicated guilty will be transferred out of Jaelio Academy. Jaelio Academy has open enrollment and therefore some of our students may not be Christians; however, our desire is to see all our students become Christians. Whether or not a student has made a personal decision to be a Christian, each student will be expected to abide by these standards of conduct and maintain Christian standards. Attendance at Jaelio Academy is a privilege, not a right.

### **Admission General Policy**

Students are admitted based on educational records, character, suitable personality, behavioral criteria, and stated objectives.

The academy reserves the right to reject students whose conduct or attitude is out of harmony with the school. The academy reserves the right to reject students whose parents' conduct or attitude is out of harmony with the school.

### **New Student Enrollment**

Following an offer of admission, families may officially secure their student's place for the upcoming school year by completing the enrollment process. The enrollment window for new students begins in March and remains open on a rolling basis until enrollment reaches its maximum capacity. To ensure a smooth transition and allow the school to finalize staffing and resources, we encourage families to finalize their enrollment as soon as the window opens. A student is not considered fully registered, and their seat is not guaranteed, until all necessary forms have been signed and the required deposit has been processed. Once enrollment is full, any remaining accepted students will be moved to a wait list.

# **Jaelio Academy Student Handbook**

## **Re-enrollment Procedure**

To secure a student's place for the upcoming academic year, families must complete the re-enrollment process. This process ensures that we have the most up-to-date contact, medical, and tuition information. The priority re-enrollment window closes on March 1st. Timely completion not only secures your student's spot but also allows the school to finalize resource allocation for the new year.

## **Financial Information**

### **Government Assistance**

Notice Jaelio Academy endeavors to keep tuition rates reasonable. The school does not receive governmental assistance and is not endowed or supported by outside organizations.

## **Calendar/Schedule**

### **Calendar**

Our official calendar can be found at our website. We adhere to the legal requirement of academic days. School begins the Tuesday after Labor Day and goes until the second Friday of June. Some of our vacations differ slightly from the public school system. See our calendar for our vacation schedule.

### **Daily/Weekly Schedule**

There are two rotating days in our weekly schedule. The exact class schedule for each student varies depending on which pod they are in and which day of the week it is. In the course of a week, students will engage in all of their core and extracurricular academics.

# **Jaelio Academy Student Handbook**

## Drop-Off/Pick-Up

Drop-off each morning begins at 8:00 AM and ends at 8:30 AM. Any student who arrives later than 8:30 AM is considered tardy. Please do not arrive before 8:00 AM.

Pick-up begins at 2:45 PM and ends at 3:00 PM. To pick up your child prior to 2:45 PM, please check into the front desk. For cases where a student is not picked-up by 3:00 PM, please refer to After School Services below. A five minute grace period will be allotted before your child is considered as present for aftercare.

## Fridays

Each Friday at Jaelio is an off-site academic day. The specific requirements differ for each student and the time of year. Generally, off-site academic days are spent on approved self-study projects and researching/organizing community outreach options for mini missions. Teachers may assign specific coursework or additional projects for off-site academic days as well.

## **Sickness, Disease, and Medication**

### Community Health & Communicable Diseases

Jaelio Academy is committed to providing a safe and healthy learning environment for all students and staff. To prevent the spread of illness, we ask for a partnership between the school and home in monitoring student health.

Reporting & Verification: If a student or employee is suspected of having a communicable disease, the school administration must be notified immediately. To protect the broader school community, Jaelio Academy reserves the right to:

- Request an independent physician's examination to verify a diagnosis
- Require a medical release from a healthcare provider before a student returns to campus
- Implement temporary health protocols or campus restrictions as necessary to prevent an outbreak

## Jaelio Academy Student Handbook

All health-related information is handled with the utmost discretion and in accordance with privacy standards.

Lice Policy: To maintain a lice-free environment, Jaelio Academy follows a "No-Nit" policy. Students identified with live lice or nits (eggs) will be sent home for treatment and will not be permitted to attend class in person. Before returning to the classroom, the student must be cleared with a doctor's note. This ensures the scalp is completely free of both live lice and nits to prevent a recurrence within the grade level.

Sickness and Medication: For the welfare of your child and others in the school, all children who are sick should be kept at home. Parents will be called if the student is running a fever or throwing up.

In Office Medication Requirements: Medication must remain in the school office. The medication will be dispensed by the school's administration according to the doctor's written instructions with the medication. The medication must be labeled and stored properly.

- *Exceptions: Personal asthma inhalers and epi pens.*
- *Epi pens will be allowed to stay with students who are deemed responsible enough to treat them appropriately.*

The school will not dispense any type of medication to a student, prescription or otherwise, unless a doctor's note is on file in the office. Students must not have medication, prescription or otherwise, in their possession, in their lockers, or in their backpacks throughout the school year, when on school property.

All injuries and incidents will be recorded on an accident/injury report and turned into the Jaelio Academy office

# **Jaelio Academy Student Handbook**

## **Attendance & Punctuality**

Regular attendance is essential to a student's academic success and spiritual growth. At Jaelio Academy, we believe that being present and prepared is a key component of a student's character development.

## **The School Day & Tardy Policy**

The school day begins promptly at 8:30 A.M. Students may arrive no earlier than 8:00A.M.

Definition of Tardy: A student is considered tardy if they are not in their assigned seat by 8:30 A.M., even if they are physically inside the classroom or building.

Impact on Attendance: Three (3) accumulated tardies will be recorded as one (1) unexcused absence.

Daily Attendance Timeframes: To be recorded as "Present" for the day, students must meet the following criteria:

- **Early Departure:** A student who leaves campus before 10:00 A.M. will be recorded as absent for the entire day.
- **Full-Day Credit:** A student who remains on campus until after 2:00 P.M. will be counted present for the full day.

## **Excused Absences**

- Advanced Notice Absences: If a family knows a student will be absent (e.g., for a family trip or surgery), a written parental request must be submitted to the school at least one week in advance.
- Unexpected Absences (Illness or Emergency): In the event of an unexpected absence, parents should notify the school via phone or email as soon as possible.

## **Jaelio Academy Student Handbook**

- Make-up Work: Students are granted a "one-for-one" window to complete missed assignments (e.g., if a student misses two days, they have two days to submit the work).
- Penalty: Work not submitted within this timeframe will receive a grade of zero.
- Unexcused Absences: An absence is considered "Unexcused" if the school does not receive proper notification from a parent or guardian, or if the reason for the absence does not meet the criteria for an excused or pre-approved absence.
- Criteria for Unexcused Absences: Lack of Documentation: Any absence where a written note, email, or phone call is not received within [24/48] hours of the student's return.
- Tardy Accumulation: As noted above, every three (3) tardies will be recorded as one (1) unexcused absence.
- Truancy: Any instance where a student is absent from school or an assigned class without the knowledge or consent of both the parent and the school.

### **Consequences for Unexcused Absences:**

- Academic Penalty: Students will receive a grade of zero for any tests, quizzes, or daily assignments missed during an unexcused absence. Unlike excused absences, teachers are not required to provide make-up materials or extra instruction for unexcused time.
- Extracurricular Impact: Students with an unexcused absence on the day of an athletic event, practice, or school program may be ineligible to participate in that event.

### **Excessive Absences & Promotion**

Attendance is a requirement for earning credit and advancing to the next grade level.

- Any student who exceeds 30 absences (excused or unexcused) in a school year will be ineligible to pass that semester's work.

# Jaelio Academy Student Handbook

## Appointments & Truancy

- Scheduled Appointments:
  - Parents must notify the teacher and the office in advance if a student needs to arrive late or leave early for a medical or dental appointment.
- Truancy:
  - Attendance is a legal and academic mandate. Chronic truancy (unauthorized absence from school) is a serious offense.
  - If support services do not resolve the issue, Jaelio Academy will take further action, which may include:
    - Appropriate school disciplinary measures.
    - Referral to the local Truancy Officer in accordance with state law.

## Parent Communication & Partnership

- Annual School Orientation
  - To ensure a successful start to the academic year, attendance at the School Orientation is required for all parents and students. This meeting is foundational to the student's success, as we will distribute vital information regarding curriculum, schedules, and school-wide expectations.
- Parent-Teacher Conferences
  - Jaelio Academy encourages open communication between the home and the classroom. Parents are welcome to schedule meetings with faculty to discuss a student's academic performance, spiritual growth, or school-related activities.
  - To ensure these meetings are productive and respect the instructional day, please adhere to the following procedures:
    - Scheduling a Meeting: To request a conference, please contact the teacher directly via email. When reaching out, please provide several windows of time when you are available to meet.

## **Jaelio Academy Student Handbook**

- Instructional Blackout Hours:
  - To protect the learning environment, faculty are unavailable for meetings during active school hours (8:00 A.M. to 3:00 P.M.). Conferences will be scheduled after these times at the teacher’s discretion.
- Collaborative Preparation:
  - When requesting a meeting, please clearly state the specific topic or concern you wish to discuss. This allows the teacher to prepare the necessary documentation, grades, or classroom observations to make the most of your time together.

### **Car Line**

- Carline Operation
  - All students being picked up or dropped off at school will use a carline.

### **Carline Etiquette & Safety**

A smooth and safe carline depends on the cooperation of every driver. Please adhere to the following safety protocols:

- Vehicle Operation:
  - Drivers must maintain a slow speed and remain vigilant for students at all times. Please refrain from using mobile devices while in the carline.
- Efficiency:
  - To keep traffic flowing, drivers should remain in their vehicles. If you must exit your vehicle for any reason—including buckling a child into a safety seat or speaking with a staff member—please pull into a designated parking spot.
- Third-Party Drivers:

## **Jaelio Academy Student Handbook**

- If you have authorized a friend or relative to pick up your child, please ensure they are fully briefed on these carline procedures before they arrive on campus.

### **After-School Expectations**

Any students utilizing our aftercare service are subject to the same policies which are held by Jaelio Academy throughout the regular school hours.

### **After School Supervision (Aftercare)**

We encourage parents to pick up students promptly after school activities are over.

- Students are unable to remain on the school grounds after 3:00 P.M. unless the student is successfully enrolled in aftercare for the day.
  - To be considered successfully enrolled in aftercare, the student must be enrolled by at least the week prior. Sign-ups for aftercare will roll out for each calendar month. Payment for the amount of days our aftercare service will be utilized is due at the time of sign-up. Students can sign-up for available days at any time, as long as they are signed-up by the Friday of the week prior to their intended days of attendance.

### **AFTERCARE PRICING:**

- A fee of \$15 will be charged for each day the student is scheduled for aftercare.
- Unrolled aftercare attendance: A fee of \$15 will be charged for any student not signed up for aftercare for students picked-up between 3:05-3:30. An additional \$15 will be charged for pick-ups occurring between 3:31-4:00.
- If a student is signed-up for aftercare within the same week of their attendance (except in cases of emergency), then an additional \$5 will be charged for each day.
  - *(Students are exempt if arrangements have been made between the parents and the teacher)*

# Jaelio Academy Student Handbook

## Academic Information

- Grading Scale
  - Jaelio Academy uses a 10-point grading scale system.
    - 90 – 100 A: Excellent
    - 80 – 89 B: Above Average
    - 70 – 79 C: Average
    - 60 – 69 D: Below Average
    - 0 – 59 F: Failure
    - I: Incomplete
- Credit Requirements
  - Students will need to have to earn the following credit amounts\* in order to qualify for graduation: (*This is cumulative across all four years of High School*)
    - English: 4 years
    - Math: 3 years
    - Social Studies/History: 3 years
    - Science: 3 years
    - Fine Arts: 4 years
    - Physical Education: 4 years
    - Character Development & Personal Growth: 4 years
    - \*Note: these requirements exceed the [Maine State Standards](#)

## Graduation Requirements & Academic Credits

To graduate from Jaelio Academy, students must demonstrate academic proficiency and a commitment to spiritual growth.

The following standards must be met to qualify for a Jaelio Academy diploma:

- Complete 4 years of secondary programming as per Maine State Standards
- Total Credits: A minimum of 25 credits is required for graduation.
- GPA Standards: Students must maintain a cumulative Grade Point Average (GPA) of 2.0 or higher.

# **Jaelio Academy Student Handbook**

- Elective Credits: Students in grades 9–12 have the opportunity to earn 1/2 credit per year through approved service and enrichment activities, including:
  - Teacher Assistant (TA) duties

## **Grade Promotion Policy**

Students in first through eighth grade who receive an "F" in any subject are required to repeat the failed level of that subject. No student can make less than 60% in any given subject. Students in 9th through 12th grades who are enrolled in a full-year course shall receive a full credit if the student completes both semesters and the averaging of the grades obtained for each trimester results in a passing grade.

## **The Honor Roll**

Jaelio Academy is proud to recognize students who demonstrate exceptional academic dedication. The Honor Roll is published at the conclusion of each grading period to celebrate those whose achievement warrants special recognition.

- High Honors
  - The High Honors distinction is reserved for students who have maintained an "A" average in every subject during the grading period. This reflects a commitment to excellence across the entire curriculum.
- Honors
  - The Honors distinction is awarded to students who have maintained an "A/B" average in all classes. This indicates a high level of academic consistency and hard work.

## **Homework Philosophy & Policy**

At Jaelio Academy, we believe that time spent outside of school should be directed upon engaging with one's family, friends, and community. Jaelio Academy feels that homework impinges upon this aspect of living and therefore prepares students to become accustomed to overworking and lacking rest in their adult lives. *Because of this, Jaelio Academy does not assign regular homework.* Homework is only assigned when a

# **Jaelio Academy Student Handbook**

student does not complete their desk work for a given day, or if the teacher deems it necessary in order for a student to meet a project's due date.

## **Accountability & Consequences**

To maintain high academic standards, Jaelio Academy enforces the following consequences for incomplete assignments:

- Any missing deskwork homework assignments will receive a grade of 0
- Any missing project progress homework assignments risk receiving a failing grade, and will be subject to the reduction of 1 whole letter grade for the project.

## **Continued Non-Compliance**

- Coursework is a requirement for enrollment at Jaelio Academy. If a student consistently fails to meet coursework/homework expectations, it may be determined that the student is not a fit for our academic program, which could lead to an administrative review and potential dismissal from the Academy.

## **Student Withdrawal Process**

We understand that life circumstances may occasionally require a family to transition away from Jaelio Academy. To ensure a professional and orderly transition, all withdrawals must be formalized through Administration.

## **Withdrawal Requirements**

To complete the withdrawal process, the following steps must be taken:

- Official Notification: A parent or guardian must submit a written notice of withdrawal to the administration, including the student's last intended day of attendance.
- Property Return: All school-owned property—including textbooks, library books, and equipment—must be returned in good condition.

## **Jaelio Academy Student Handbook**

- Financial Clearance: The family's financial account must be settled in full. Please refer to your enrollment contract regarding tuition obligations for the remainder of the month or semester.
- **Records & Transcripts**  
Jaelio Academy seeks to support our students' future success. However, official transcripts and student records will not be released until the withdrawal process is complete, all school property is returned, and all outstanding fees or tuition balances have been paid.

### **Physical Education (P.E.)**

To ensure a balanced curriculum, Physical Education is scheduled as follows:

- PE classes are offered and required every in house day
- Students may bring a change of clothes for PE which meets all requirements set forth in the Dress Code Policy

### **Dress Code Policy**

To help maintain a respectful, comfortable, and focused learning environment for all students, the following dress guidelines apply during the school day and at school-sponsored activities.

Students are expected to wear clothing that provides appropriate coverage and supports a positive educational atmosphere.

- General Guidelines:
  - The dress code applies to all students, regardless of gender, race, ethnicity, or body type.
- Appropriate and Modest Attire:
  - Clothing should be suitable for the learning environment, helping to maintain focus and avoid disruptions. Students are encouraged to dress in a way that supports a respectful, inclusive, and professional atmosphere.
- Safety First:

## **Jaelio Academy Student Handbook**

- Students should dress according to the activities of the school day. For example, closed-toe shoes are required during physical education classes, and students should wear adequate cold-weather attire during outdoor activities in the winter months.
- Prohibited Items:
  - Clothing of any sort with offensive, vulgar, pornographic, or discriminatory language or images
  - Clothing of any sort that promotes illegal activities, drugs, alcohol, or violence
  - Clothing that is suggestive of any of the above
  - Crop tops or tops that expose the midriff (the area between the chest and waist)
  - Low-cut tops or tops that reveal cleavage
  - Mini skirts or mini dresses
    - Skirts and dresses must meet the following length requirement: When standing upright with arms relaxed at the sides, the hem of the skirt or dress must extend to at least the student's fingertips.

Students should ensure that clothing fits properly and provides adequate coverage when sitting, standing, or moving throughout the school day.

School administration reserves the right to address clothing that is deemed inappropriate, distracting, or inconsistent with the intent of these guidelines.

### **Student Conduct & Discipline**

Effective classroom discipline is a necessary ingredient for a productive learning environment. At Jaelio Academy, we believe that discipline is a restorative process that encourages students to conduct themselves in a manner that honors God and respects their peers and authority.

# Jaelio Academy Student Handbook

## Foundational Classroom Rules

To maintain an orderly environment, all students are expected to follow these basic standards of conduct:

- **Attentiveness:** Keep eyes on the teacher while they are speaking.
- **Permission to Speak:** Talk only with permission during classroom instruction.
- **Permission to Move:** Remain in your seat unless given permission to get up.
- **Cooperation:** We expect full cooperation from both students and parents in the educational and disciplinary process.

## Disciplinary Actions

To ensure that an environment conducive to learning is sustained, Jaelio implements a 'Foul' system to track disruptive and inappropriate behaviors and to structure disciplinary measures. Each student will have their own personal Foul Card. When a student engages in any behaviors that violate the Standard of Conduct more than a reasonable amount, then a student will receive a recorded foul, signed and dated by a staff member. A reasonable amount is to be understood on an individual basis depending on factors such as age, level of functioning, and personal goals. At least one prompt will be given before receiving a foul except in repeat cases of a violation. Fouls are to accumulate throughout the course of the school year.

The disciplinary progression for accumulated fouls is as follows:

- Every third foul results in a disciplinary action and a notification home\*
  - 3rd foul: Lunch/recess detention the following day
  - 6th foul: Lunch/recess detention for the following two days
  - 9th foul: Lunch/recess detention for the following three days
  - 12th foul: The student and their parents will be required to meet with School Administration. The student will receive lunch/recess detention for an entire week and will not be permitted to attend any field trips or mini missions scheduled during this time.

## **Jaelio Academy Student Handbook**

- 15th foul: The student and their parents will be required to meet with School Administration. The student receives one day of out of school suspension\*\*
- 18th foul: The student and their parents will be required to meet with School Administration. The student receives two days of out of school suspension\*\*
- 21st foul: The student and their parents will be required to meet with School Administration. The student receives three days of out of school suspension\*\*
- 24th foul: The student and their parents will be required to meet with School Administration. Alternative actions and arrangements are discussed.
- 25th foul: The student may be dismissed from the program.
  - *\*Extreme behaviors such as lying, stealing, bullying, cheating, violence, vandalism, skipping school, or other misconduct may result in immediate suspension, expulsion, or other disciplinary measures. Although this list is not exhaustive, it represents behavior that is not acceptable.*
  - *\*\*Out-of-School Suspensions: A grade of zero will be given for all tests and quizzes missed. All classwork missed must be completed and submitted on the day the student returns.*

### **Dismissal & Expulsion**

Final determination regarding student enrollment based on disciplinary factors is made by the School Administration. Attendance at Jaelio Academy is a privilege, not a right, and may be forfeited if a student's conduct is consistently inconsistent with the standards of the Academy.

# **Jaelio Academy Student Handbook**

## **Safety and Security**

### General Policy

- Since the health and safety of our students is important to us, Jaelio Academy has established certain safety protocols. We are consistently evaluating our policies and procedures to provide the best environment for our students.
- Guardians are to refrain from the possession or use of alcohol, drugs, tobacco, and similar products on campus. Pets should not be brought to campus without prior approval from administration.

## **Visitors**

During and after school hours, parents are requested to stop by the front desk if they need to leave something for the student or teacher; or if they must pick up the student. *Please do not go directly to the classroom, as this interrupts the teaching.* Visitors during the day must check in at the front desk. Please keep visits as short as possible to prevent distractions to the student body.

## **Security**

We work closely with local law enforcement to establish security protocols, and our limited-access building with continual video surveillance aids in keeping students and staff safe. We encourage parents and students to report any suspicious activity (even from social media) to the administration or staff.

## **Child Pick-Up Restrictions**

If parents are divorced or separated, and one parent is not allowed to see or pick up the child, we must have on file at the school office a certified copy of the court order of final judgement. If your child is being picked up by someone other than a parent, you must notify the school office. If you cannot be reached, your child will not be allowed to leave with them.

# **Jaelio Academy Student Handbook**

## **Student Life**

### General Information

- Field Trips and Social Activities
  - Students participating in trips will be expected to adhere to all school policies and regulations.
  - All students must ride on school-provided transportation.
  - Chaperones and guests are expected to conform to Jaelio Academy standards of dress and behavior.
  - Although Jaelio Academy is an academic institution by nature, it also strives to provide fun and wholesome activities for its students.
  - Throughout the year, various outings, banquets, and special events may be planned. These activities are designed to meet the social needs of the students.
  - All such events are chaperoned and adequately supervised for the safety and well-being of all. For this reason, students may feel comfortable participating in any of the activities. Even though some activities are off campus, school policies will always apply and be enforced.

## **Extreme Weather Conditions**

School closing announcements will be made through our internal communications system by 6:00 AM. Snow days that exceed the predetermined amount allowed by the state of Maine will be classified as remote learning days.

## **Telephones and Cellphones**

The telephone in the school office is for school business. If a student is sick, the school office will call the parent. No student or teacher will be called out of class to answer the telephone. In case of an emergency, call the office. A teacher may return your call when on break or after school. Students who have cellphones must turn them into the office at the beginning of the day. At no time may a student take pictures of other students or teachers during school hours.

# **Jaelio Academy Student Handbook**

## **Lunch Program**

Students are required to bring a packed lunch. All students have a snack time each day. This snack is not provided by the school and will need to be provided by the parent. We do have refrigerators and microwaves for the students to use. Please send easy-to-heat meals that do not take a lot of time.

## **Lost and Found**

There is a central location for lost and found items. Personal articles should be labeled with the name of the owner to the greatest extent possible. Articles not claimed by the end of each quarter will be thrown away or given to a charitable agency. Reminders will be provided to students to ensure each item has many opportunities to be claimed.

## **Student Automobile Policy**

It is a privilege to be able to drive a car to school. All student-driven cars are to be registered in the school office. Cars are to remain parked until students leave for the day or parental permission is given to leave early. Cars are not to be occupied during school hours, nor are students to sit in parked cars during the school day. At no time may a student leave the campus in someone else's vehicle unless parental permission has been granted. Failure to follow these policies will result in losing the privilege of bringing your car to school. Students with privileges and parent-permission may use their car during the lunch period to leave campus and retrieve lunch from a local establishment within the same zip code of Jaelio Academy.

## **Social Media Footprint**

Any student that uses social media should do so with caution. In the event something is seen on a social media site by the administration or staff that is not in accordance with the school's handbook, policies and the spirit of the school, disciplinary actions will be administered. The administration reserves the right to administer the discipline in accordance with the school's handbook.

# Jaelio Academy Student Handbook

## Student Responsibilities

### Conduct

- Jaelio Academy is a Christian institution in both philosophy and practice; therefore, the goal of Jaelio Academy is to provide the best possible learning environment in a Christian atmosphere.
- We firmly believe there is no place at Jaelio Academy for worldly practices or divisions so common among other institutions. Students are expected to abide by the biblical principle, "Do unto others as you would have them do unto you." Jaelio Academy seeks a student body with an excellent spirit with every student treated equally and fairly, regardless of nationality, race, or background. A sense of the need for spiritual growth in light of biblical principles has led Jaelio Academy to adopt Standards of Conduct with care believed to be conducive to the environment that will best promote the spiritual welfare of the student. Students are expected to abide by the Standards of Conduct throughout their enrollment. Students will not be admitted to class without a signed Standards of Conduct Agreement on file.

## Accountability

Believing that accountability is necessary for the welfare of the student as well as the entire school, each teacher is given the responsibility of enforcing classroom regulations in accordance with school policy. Since the teacher is responsible to maintain appropriate classroom behavior, it becomes necessary to correct any behavior that hinders the teacher or students in the classroom. Examples of typical corrective measures for routine behavioral issues are articulated above in the Disciplinary Actions section. A student who has been suspended from school for any reason will receive zeros for any classes missed and may not be permitted to make up missed assignments for credit. Extreme behaviors such as lying, stealing, bullying, cheating, violence, vandalism, skipping school, or other misconduct may result in immediate suspension, expulsion, or other disciplinary measures. Although this list is not exhaustive, it

## **Jaelio Academy Student Handbook**

represents behavior that is not acceptable. Actions that threaten or jeopardize another individual's ability to function safely will require further corrective measures. Violence, fighting, bullying, or threats of any kind are not tolerated. This includes possession of anything that could be used as a weapon. Students' bookbags, or other storage areas are subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects. Students may be suspended or expelled for any action or statement associated with violent behavior including a joke which could be interpreted as a threat. The school's administration will make decisions on an individual basis regarding suspensions and expulsions. Any student who promotes division or a divisive spirit through social media, secret clubs, symbols, pictures, writings, flags, banners, slogans, or any divisive activism is out of harmony with the standards of Jaelio Academy may be withdrawn or refused reenrollment at the discretion of the administration. Each student is fully responsible for the reputation they build for themselves, including online and through social media.

### **Attendance at Jaelio Academy is a privilege and not a right.**

Full cooperation is expected from both the students and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be requested to transfer out. Also, if the student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of Jaelio Academy, whether or not there is any definite breach of conduct, he may be requested to transfer out.

### **Computer Policy**

Computer use is a privilege and not a right. All online activity must adhere to the standard of conduct. Additionally, any attempt to gain access to or hack anyone else's computer may result in immediate suspension or dismissal from the school as well as legal repercussions. Please refer to Title 18, United States Code, Section 1030.