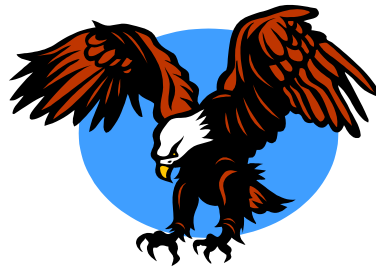


Jackson Christian Elementary School

Student Handbook

2009 - 2010

Grades Junior K – 5



Offering the Opportunity for a Quality Education in a Christian Environment!

Jackson Christian School

Student Handbook for Grades Jr.K-5

WELCOME

Welcome to the 2009-2010 school year at Jackson Christian School. We look forward to a new school year with exciting new opportunities and challenges.

Our Theme for this year is **"Set Your Mind on Things Above."** From this, we hope to emphasize to our students the importance of seeking God's guidance in all areas of life, allowing Him to direct our paths, all to the glory of God. (Col. 3:2)

This handbook has been designed to help students and parents better understand the expectations we have for our students while attending JCS. We ask that parents read this handbook carefully and share its contents with your children. Please ask questions if anything remains unclear. Once you have read the handbook, please print the last page, sign, and return it to your child's teacher, indicating that you and your child have read this handbook.

We, as the faculty and staff at Jackson Christian School, appreciate the opportunity we have to work with your children, and we strive to be the Christian example that you desire for your children.

Sincerely,

JCS Elementary Faculty and Staff

YOUR UNIQUENESS

Psalm 139:1-16; Psalm 119; Romans 3; Romans 12:1-8; Galatians 5:17; Ephesians 4:11, 15-6; Philippians 3:12-14

At Jackson Christian School, we see every student as different and uniquely created by God. You are a special work of God! There is no one like you; and no one other than you capable of fulfilling God's call in your life. He has a uniquely ordained plan for your life, which He would like for you to fulfill. Our goal for you as a student at Jackson Christian School is that you would develop skills and abilities, along with self-confidence, and a great sense of value in God's eyes, a personal understanding of who you are, and fellowship with God which would enable you to live out the rest of your life in a successful and Christ-like way.

CHRISTIAN CHARACTER

I Corinthians 2:1-15; II Corinthians 5:20; Colossians 3:17, 22; Jude 3; I Peter 3:15; I Timothy 2:3-4

You do not have to be a Christian to attend Jackson Christian School, but please remember that our goal is to have you want to become a Christian! We will not push you or demand that you become a Christian, but we will present you with many facts and pieces of information that we believe will point out the truth as well as the excitement of having a Christian faith.

Your decision about whether to make a commitment to Christ is entirely your own. As a school, we strongly believe in developing within our students a Christian outlook. You need to understand that everything taught at JCS will be presented from a Christian perspective. We expect students at JCS to be able to identify and work from a Christian perspective. This is not negotiable, and will be reflected in all of our policies and procedures.

FOREWORD

This handbook was written and adopted by the Administration and Board of Trustees of Jackson Christian School. The entire document is considered official Board Policy. The Board of Trustees reserves the right to change portions of this document through the course of the school year as is necessary.

JCS is governed by a Board of Trustees, made up of responsible Christian men and women whose function is to set policy for the operation of the school. The Administration is assigned to a President, who oversees the total school program with the support of Principals who oversee the academic curriculum and daily operations of the school. JCS is a co-educational day school for students in grades pre-kindergarten through 12. The board, administration, and teachers are all members of the church of Christ. The school has an open admission policy and is dependent upon individual donations and tuition for income. JCS is committed to academic excellence in a Christian environment. We are proud of our school and welcome this opportunity to make you a part of our growing facility and family.

- **History**

For several years, concerned Christians in West Tennessee had a dream of a school where young people could receive a quality education in a Christian environment. A steering committee was formed in 1975 to study the feasibility of beginning such a school. The dream became a reality in September of 1976 when Jackson Christian School formally opened its doors for classes. It was located in the Central Church of Christ building from July, 1976, to March, 1979, at which time the school moved to its present facility at 832 Country Club Lane. A new elementary building was completed at 649 Rushmeade Road in August, 1995. During the 2000-2001 school year, an addition to the primary wing of the elementary building and a new gymnasium were utilized for the first time. The Early Learning Village opened in January 2009, and became home to our Junior Kindergarten, Kindergarten, and Junior 1st classes.

- **Mission Statement**

The mission of Jackson Christian School is to lead students to love God by providing the opportunity for a quality, values-oriented education in a Christian environment. Fulfilling the mission statement, philosophy, and objectives set forth on these pages is a task that demands the full effort and cooperation of school personnel and the student's family. The quality of education available at JCS and the level of success attained by any child upon admission to JCS depend upon the effort put forth by and the ability of the student, support of the parents, educational background of the student, as well as the attitude displayed on a daily basis.

- **Notice of Non-Discriminatory Policy to Students**

Jackson Christian School admits students of any race, color, or national or 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, religion, or national or ethnic origin in administration of its educational policies, admissions policies, scholarships and loan payments, and athletic or other school-administered programs.

- **Objectives**

1. To develop the whole person - physically, mentally, socially, and spiritually.
2. To direct the students to a greater understanding and appreciation of the Bible.
3. To direct the students in the basics of reading, writing, and arithmetic.
4. To develop skills which are necessary for achievement in high school, college, vocational training or careers which might be chosen.
5. To instill moral values in the students.
6. To develop self-confidence in the students.
7. To teach the principles of healthful living.
8. To encourage students to participate in co-curricular and class-related activities.
9. To develop constructive attitudes in all students.
10. To seek out, encourage, and promote individual potentials and aspirations.

- **Philosophy**

Jackson Christian School holds that there is dignity and worth in the life of each young person who passes through its doors. Each student is viewed as an end - not means to an end. It is the desire of JCS to help each student fulfill his individual goals and to become proficient in his unique way. Each student is taught to respect every other person. Fostering willingness to accept others is essential to personal growth and development.

JCS aims through its academic training to involve its students in participation and contribution to the community. An integral part of the academic aim is an emphasis on high spiritual values - values based upon New Testament Christianity which will, in our view, help prepare a student to make a contribution to society.

In summary, the philosophy of Jackson Christian School is to be academically strong, spiritually vital, and socially aware. Our goal is to provide a quality education designed to develop body, mind, and spirit; to develop in our students a profound love for God, country, and their fellow man.

- **Starting and Dismissal Times for Elementary Students**

Classes will begin at 8:00 a.m. for all students in Jr.K-5. However, there will be staggered dismissal times. Jr.K- 2nd will be dismissed at 2:55 p.m.; 3rd - 5th will be dismissed at 3:10 p.m. This is to aid in traffic flow and to insure the safety of the students. (Please refer to additional instructions available in the Elementary office.)

ACADEMIC PROCEDURES

- **Academic Progress Reports**

Academic Progress Reports may be sent home at the mid-point of each grading period for any student to inform parents of the progress of their child. Progress Reports MUST be sent home for any student receiving all D's and F's. Weekly reports may be sent at the request of the parent if there is a serious deficiency, and with approval of the Principal. The request for a weekly report must be made in writing by the parent.

- **Academic Readmission Policy**

Grade K – Grades must be at the 85% satisfactory range for a child to proceed to the 1st grade.

Grades Jr.1st– 5th - A student shall be promoted to the next grade level provided he/she receives appropriate grades (C or above) in the 9 subject areas listed as follows: (1) Bible, (2) Math, (3) Language, (4) Reading, (5) Science-Health, (6) Social Studies, (7) Spelling, (8) *Phonics 1st and 2nd grades only* and (9) Handwriting. A child will not pass to the next grade with more than one grade of F. Satisfactory levels of performance must be maintained in all of the following subjects as well: (10) Physical Education, (11) Music/Art, (12) Library, (13) Computer and (14) **Spanish**. A child may score a maximum of two unsatisfactory grades in any of the subjects listed as 10-14. In the event a child scores predominately in the D/unsatisfactory range, parents will be encouraged to seek appropriate interventions.

Academic readmission / student placement will always be considered with the best interest of the student in mind. The parents, faculty and administration are considered a team and will, within the scope of what is "very best" for the child, make a decision as one body. In the rare case that the parent, faculty or administration cannot agree, the administrator/teacher must make the placement / re-admission decision.

- **Awards**

Academic awards will be given in an assembly in the spring to students in appropriate elementary grades. The Elementary Awards Day for grades 3rd – 5th is listed on the school calendar.

- **Elementary Guidance Counselor**

The Guidance Counselor is prepared to assist students of all grade levels with personal and educational problems. Individual counseling appointments may be requested by the student. The student will be notified through their homeroom teacher of the date and time of the appointment. The counselor is available also to work with teachers concerning problems with individual students and to assist them in any way to facilitate the school's programs. In addition to individual counseling, the counselor is responsible for:

1. Supervising and administering the achievement test in selected grades.
2. Helping special needs students with testing.
3. Interpreting these test scores to students, parents and teachers.
4. Administering screening tests for incoming students in grades Jr.K-2.
5. Supervising and maintaining the permanent record files.
6. Assisting other JCS counselors/advisors.
7. Furnishing standardized test scores to students and parents and recording them on permanent record cards.
8. Other areas as assigned by the administration.

- **Grading Scale - Grades 1-12**

A = 93 - 100
 B = 85 - 92
 C = 75 - 84
 D = 70 - 74
 F = 0 - 69

- **Explorer Classes**

E = Excellent
 S = Satisfactory
 N = Needs Improvement
 U = Unsatisfactory
 I = Incomplete

- **Honor Roll**

For grades 3-5, an honor roll will be published each grading period. Names of students in grades 3-5 who make all A's will be placed on the "Principal's List" and names of students who make no grade lower than B will be placed on the A/B Honor Roll. Any student who makes a conduct grade of U will not have his/her name listed on the honor roll. For elementary students, an "N" will not prohibit the child from the honor roll. For grades Jr.K-2, each teacher will be responsible for periodic academic reinforcement and recognition.

- **Testing**

NWEA (Northwest Evaluation Association) test is administered twice per year at JCS. This test is basically an achievement test to measure the student's scholastic progress. Group test data, such as that derived from this test, is sometimes supplemented by special individual test data when the Principal, counselor, parents, teachers, or students feel such additional information would be helpful. Test scores, as well as all school records, are protected by the right to privacy.

- **Transcript Release**

No transcript will be released to any individual or institution without a written request from the parent or legal guardian. No student will have a transcript released to any school unless his/her account is current.

ATTENDANCE AND APPROVED ABSENCE POLICY

All students must be punctual and regular in attendance. Absences, checkouts and tardies will be excused for personal illness, illness or death in the immediate family, medical or dental attention, or other legitimate emergency situations with documented evidence or proof. For a student's personal illness not requiring a doctor's visit, the parent must present a note of explanation to the office immediately upon return to school in order that the absence may be determined as excused or unexcused. Dental/Doctor appointments must have a written statement from the doctor's or dentist's office upon the student's return to school. Absences, checkouts and tardies for other reasons are **not** excused. Any unexcused absence from school will carry with it a "zero" on all work missed per class or subject area. Student absences will be confirmed by the school office. Parents are encouraged to call the office before 8:30 A.M. when their child will be absent or tardy for any reason. (Notes should state the **specific** reason for the tardy or absence.) Any student who receives 20 or more absences during one school year may be subject to repetition of that grade.

APPROVED PERSONAL LEAVE ABSENCES REQUIRE A MINIMUM OF A THREE-DAY WRITTEN NOTICE TO THE PRINCIPAL PRIOR TO THE ABSENCE. THIS WILL INCLUDE PARTIAL DAY, WHOLE DAY, OR UP TO THE FIVE-DAY LIMIT. FAILURE TO OBTAIN THIS DESIGNATED PRIOR APPROVAL WILL RESULT IN THE ABSENCE BEING UNEXCUSED. PRIOR TO THE ABSENCE, PARENTS/STUDENTS ARE RESPONSIBLE FOR NOTIFYING THE INDIVIDUAL CLASSROOM TEACHERS TO REQUEST MISSED ASSIGNMENTS. (SEE "MAKE UP WORK" FOR DETAILS.)

- **Before and After School**

Before School Care is available from 7:00 A.M. until 7:30 A.M. Students must report to the elementary cafetorium and sign in with the Before School supervisor. **The cost is \$3.00.** A statement will be mailed each month, making your payment due by the 10th.

Students may enter the building at 7:30 A.M. and should report to their respective classrooms. At 3:25 P.M., students who have not been picked up will report to the after-care room. This designated service is provided for all elementary students at a charge of \$6.00 per day per child. After-care hours are 3:30-5:30 P.M. There will be no after-care provided on days of any early dismissals, in-service days, or holidays. Parents that will not be using the after-care service are encouraged to pick up children in the afternoon through the pick up line. **In the interest of security, we request that noone enter the building for pick up during normal dismissal times, unless it is necessary.**

Holiday Care may be available. Call the office for further information.

- **Leaving School Early**

The following procedure must be observed in order to check out elementary students:

1. Parent or guardian must sign out the student in the elementary office.
2. The student will wait in the classroom until the parent arrives at school. The student will then be notified to come to the office. **Parents must wait in the office for the child, rather than go to the classroom.**
3. If a student returns to school, the parent must sign-in the student in the elementary office.
4. Excessive use or abuse of the privilege of leaving school early is discouraged. The student should be checked out only for necessary appointments and this should be on an occasional basis.

- **Make-Up Work**

It is the responsibility of the STUDENT to get make-up work completed within the guidelines set by the school. Teachers will make available missed homework assignments on their web pages and/or assignments may be picked up in the office.

1. Students who are absent two or more days will have that many days plus one additional day to make up work.
2. If a student misses ONLY THE DAY OF A TEST OR DUE ASSIGNMENT, that student will be expected to take the test or hand in the assignment upon return to school.
3. All unexcused absences from school or class will carry a “zero” in all work missed each absence with no opportunity for make-up work.
4. For any extended illness, work may be requested with the office. A 24-hour notice must be given to allow time to get assignments from the teachers. (Ex: if a parent calls on Monday at 8:00am, the assignments can be picked up by Tuesday at 8:00am.) **Parents are encouraged to use the Student Assignment Section on the JCS web-site to determine assignments missed by students. Elementary school teachers are required to update this site regularly. The site is www.jcseagles.org/assignments.**
5. No work is to be made up during regular class time.
6. Any “I” (incomplete) on a report card must be removed within two (2) weeks of issue unless an extension is granted by the principal. As with all make-up work, it is the student’s responsibility to schedule and complete past assignments at the teacher’s convenience within the time allotted by this policy.

- **Perfect Attendance**

Perfect attendance awards will be presented only to those students, who have not been absent or tardy, checked out, or assigned to ISS during the entire school year, whether excused or unexcused. School-sponsored activities will not count against perfect attendance.

- **Sickness**

In order to insure the health of the entire student body, a student who has been ill may not return to school for a period of 24 hours after the last physical sign of illness (fever, vomiting, etc.).

- **Tardy Policy**

Classes are too important to miss. Students should not be tardy to school or class without a VALID REASON. Valid reasons for tardiness include illness, injury, accident, transportation problems, and other unforeseen emergencies. Oversleeping is not a valid reason. **Every student who is not in his/her class by 8:00 A.M. is considered tardy to school and must come to the office with a parent or guardian to sign in.**

JCS has the following policy for dealing with tardiness:

For tardy students to be admitted, **parents/guardians must sign students in at the office.** All teachers will keep accurate records of tardiness for the students in their classes and report these on a daily basis to the office. Both excused and unexcused tardies will be reported. The office will notify both parents and student on the fourth unexcused tardy per grading period. After the fourth unexcused tardy in a grading period, standard disciplinary action will be detention and/or in-school suspension.

Excessive tardies (excused or unexcused) will necessitate a parent conference with the administrative staff.

This policy is for the benefit of our children. As they learn to be punctual in their lives, they will grow into responsible and dependable adults.

- **Withdrawal from School**

Any student withdrawing from school for any reason should obtain a "withdrawal or transfer" form from the office. The student may complete this form by turning in all books and clearing all fees, fines, and tuition.

Philosophy of Discipline

Every community is guided by a fundamental set of expectations that define appropriate and inappropriate behavior within the context of the community. Members of the community seek to encourage appropriate behavior through encouragement and positive reinforcement while also seeking to discourage inappropriate behavior through teaching and correction.

As a school community JCS desires to follow Biblical principles in all we do, including the areas of defining appropriate and inappropriate behavior, teaching and encouraging good behavior, and discouraging inappropriate behavior. Moreover, we wish to foster an atmosphere of forgiveness, grace, and accountability as we learn and grow together. When a student engages in inappropriate behavior, teaching and correction become an important part of the broader learning process. After all, the ultimate goal of school discipline is to help our children learn indispensable life lessons about personal responsibility, self-discipline, and the importance of making Godly choices.

The Biblical model of discipline emphasizes two important factors: Teaching and correction. At JCS we seek to teach and model appropriate behavior on a daily basis, and we seek to reinforce and encourage good behavior whenever and wherever possible. On occasion, however, it becomes necessary for us to apply the corrective phase of discipline when inappropriate behavior (as outlined in this *Handbook*) occurs.

Should your child engage in inappropriate behavior (as outlined in this *Handbook*), please know and understand the following:

1) While inappropriate behavior is often a public matter, discipline at JCS is treated as a private matter between the school, the child, and the parent(s). Our administration desires to partner with you in teaching and training your child. In conversations regarding discipline matters affecting your child we are not at liberty to discuss other children or families.

2) Since our goal is to teach and encourage personal responsibility, our approach to investigating whether inappropriate behavior has occurred will most often begin with the student(s) allegedly involved. In most cases, parental notification will only take place in the event of a serious discipline matter, and then only after the matter has first been investigated and discussed with the student(s) involved.

3) Holding our students accountable for their actions is a difficult but important part of the maturation process. Though we strive to make the discipline process as objective as possible there are often special circumstances or issues that must be viewed in a subjective light. To those who may be unaware of all the relevant facts, it may appear that preferential treatment is being given. We work hard to be consistent, even though at times it may not seem that way.

4) Though we seek to extend forgiveness and grace in the area of discipline, we must also recognize the need for accountability. If a student manifests (through repeated actions or choices) an unwillingness to recognize the behavioral goals and expectations of the JCS school community, he or she will be held accountable and may forfeit the opportunity to remain a part of the school community.

DISCIPLINE

The student body is counseled during orientation as to the rules and regulations of the school. The orientation period, coupled with the written statements of policy in this handbook, should help eliminate any doubt as to the behavior that is expected of students at JCS.

Each student is expected to behave in a responsible manner at all times. Conduct and/or language not in keeping with Christian standards, or interfering with the educational process is prohibited. Any student at school functions both on and off campus shall be governed by school rules and regulations and is subject to the authority of school personnel. JCS feels strongly about helping each student become a more responsible citizen, and one who understands the sincere need of respect for authority, property, government, peers and self. The school will strive to strengthen every student in these areas.

The ATTITUDE that each student displays always either strengthens or hinders the educational process. JCS has the ultimate goal of each student possessing and displaying an attitude that will create a stronger environment for learning and development. When poor attitudes are encountered, action will be taken to help improve the student's outlook.

Many serious injuries may occur during moments of "horseplay." Accidents are never "planned." Oftentimes, fights result from students "just kidding" or "just playing" around. Bullying, harassing, or picking on other students will not be tolerated. Situations such as these may be very serious and will require immediate attention and disciplinary action. All teachers have the responsibility and authority to correct inappropriate behavior of the students. Counseling is a preferred method of correction at JCS; however, the administration does reserve the right to paddle, to put the student on probation, to detain the student before or after school hours, to suspend, or to expel the student. Inappropriate behavior will be dealt with in a manner suitable to the occasion.

- **Alcohol, Drugs and Tobacco**

JCS is concerned with substance abuse among its students. The use of alcohol, drugs, or tobacco is a negative reflection on Jackson Christian School and disciplinary action will be necessary. Purchase, possession, concealment, or use of these types of substances is prohibited.

The first offense for alcohol, drugs and/or tobacco will generally result in suspension with the length of the suspension at the discretion of the administration.

- **Boy/Girl Relationships**

Jackson Christian School is a place of learning and development for young people. Inappropriate public displays of affection are considered to be in poor taste and will not be permitted on campus. School is not the place for embracing and other such extreme displays of affection.

- **Cheating Policy**

Disciplinary action for cheating is defined as follows:

- First Offense – “Zero”, on that work, automatic office referral (given in-school suspension), and a “U” in conduct in the class in which the cheating took place.
- Second Offense – Office referral, “Zero”, “U”, and two days in-school suspension. (Does not have to be same class)
- Third Offense – “Zero”, “U”, and five days out-of-school suspension. Send with office referral.
- Subsequent Offense – Student would be suspended for remainder of school year with the right to reapply at the beginning of the next school year.

- **Chewing Gum, Candy and Other "Junk Food"**

Chewing gum is **not** permitted in the building. No foods are to be eaten anytime except during the lunch period, before or after school, and during break time, and only in the cafeteria or designated areas. Food is not to be carried from the cafeteria without permission from the principal.

- **Designated Discipline**

For certain acts of misbehavior, suspension may result on the first offense (such as fighting, alcohol, drugs, tobacco, destruction of school property, insubordination, defiance of authority, etc.). If any teacher sees misbehavior in the hall, that teacher may handle the situation or send that student to the office and the Principal will handle the situation.

- **Dress Code**

No caps or hats are permitted in the building.

Hair on male students should be tapered, not overlapping the collar or eyebrows and not longer than mid-ear.

UNIFORM DRESS CODE – PLEASE REFER TO OUR WEBSITE FOR DETAILS. (www.jcseagles.org)

Disciplinary action for any dress code violations is defined as follows:

1. First Offense – A "Behavior Report" will be documented by the teacher on RenWeb, and sent via email to the parents. The incident will become a part of the student's record. A printed copy of the "Behavior Report" will also be sent home with the student.
2. Second Offense – The parents will be contacted and asked to bring the appropriate clothing to the school.
3. Third Offense – The student and parents will be required to meet with the teacher and principal.
4. Fourth Offense – The student will be assigned to either in-school or out-of-school suspension, as determined by the principal.

Spirit Days:

- The final school day of every week will be designated as a "Spirit Day". Students may wear JCS t-shirts, JCS sweatshirts, or other JCS apparel above the waist. Also, jeans may be worn as "Spirit Day" attire on the final school day of every week.

- **Items Forbidden on Campus**

The following items are not permitted on campus without prior administrative approval and may be confiscated: Radios, tape/CD players, fireworks, and any other items which present danger to any person on campus or disrupt the educational process. On the first offense the items may be taken up and the student may receive an office referral. Weapons of ANY nature are strictly forbidden on campus and are a suspendable offense.

- **Prescription Medication**

It is necessary that parents send in the "Permission to Administer Medication" form to the office in the event that their child must be on prescribed medication during school hours. The medication must be in the original container and be labeled with the original label. The label must include the student's name, name of medication, strength of medication (each unit), dosage amount and time, date, and physician's name. The medication and the exact directions for taking the medication written on the note should be brought to the office at the beginning of the school day. All such medication (including Tylenol and aspirin) must be given to the office and administered there with the permission slip only. The student must be able to self-administer the medication under the observation of the office personnel. **All prescriptions must be ready to administer.** Office personnel cannot measure or break any prescription medication. Medicines that are given one, two, or three times a day should always be given at home.

All nonprescription over the counter medication must be labeled with the student's name so as not to cover the original container label.

- **Pediculosis (Head Lice) Policy**

Jackson Christian School has a NO NIT policy. The following guidelines will be used as the official Pediculosis policy for JCS Elementary. These are from the Tennessee School Boards Association with minor modifications to our handbook.

No student will be denied an education solely by reason of head lice infestation and his educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the infestation.

It shall be the responsibility of the principal/office to notify the parents in the event a child has head lice. A letter will be sent home by the child to explain the condition, requirements for readmission and deadlines for satisfactory completion of the treatment. Upon exclusion, satisfactory evidence must be submitted to school personnel that the student has been treated for head lice. This evidence may include but may not be limited to: (1) proof of treatment with a head lice shampoo, and (2) satisfactory examination by office staff. Treatment and prevention procedures will be distributed to all classroom teachers.

Any subsequent incidents of head lice for that student during the school year will require submission of satisfactory evidence of treatment for head lice and be found free of nits by the office staff. A student will be expected to have met all requirements for treatment and return to school no later than two (2) days following exclusion for head lice. All days in excess of the allowable period will be marked as unexcused.

- **Probation Policy**

Any student with severe behavior problems during the school year runs the risk of not being readmitted the following school year. A student whose behavior requires consistent visits to the office for disciplinary action jeopardizes his/her standing with the school. Elementary students are subject to being placed on probation when the student's behavior is disruptive to a good learning environment.

- **Student Valuables**

Students are URGED NOT TO WEAR EXPENSIVE JEWELRY to school. The school cannot be responsible for any missing valuables.

- **Suspension and Expulsion**

There are different types of suspensions at JCS. These include in-school suspension (ISS), out-of-school suspension (OSS), and suspension for the remainder of the semester or year.

ISS is an unexcused absence, but students are allowed to make up work missed. Parents will be notified by phone or in writing as soon as possible after a student is assigned to ISS. Students report to the office by 8:00 A.M. on the day of ISS with all their books. Teachers send work to the office. This may be class work, homework, or other extra assignments. ISS may be for one or more days, depending on the seriousness of the offense and the student's previous behavior record. **Time assigned to ISS prohibits perfect attendance recognition.**

OSS is also an unexcused absence. Students receive a "Zero" on all work that day with no possibility of making up the work. Written notification is sent to the parents in advance, and the parents are generally contacted by phone as well. OSS may be for one or more days depending on the seriousness of the offense and previous behavior record. A parent is generally required to accompany the student's return to JCS for reinstatement to classes.

STUDENT ACTIVITIES

Since sponsors must accept responsibility for insuring that all activities contribute to the purpose and aims of the school, students must work with them in all activities. No decisions will be made and/or communicated without the express consent and approval of the sponsor.

Student groups must be under the complete supervision of the sponsor. This means that all programs, projects and parties (socials) must be approved by the sponsor and the Principal.

No purchase of clothing, sports needs, literature, etc., is to be made by any person (teacher, sponsor, coach, club officer, organization, etc.) without the WRITTEN authority to purchase by the President and money deposited into the proper account in the school office.

All money collected by any school group must be deposited in the school account immediately and spent through the Purchase Order system with the approval of the school administration.

Purchase orders must be approved BEFORE a commitment is made to spend any money. (These requisitions must be completed in full with the Business Manager's signature before submitting to the President.)

- **Class Parties**

Any official class, group, or school party that is planned outside of class or during class time by faculty, parents or students must be approved in advance by the Principal. Class parties must be planned at the end of the school day. The time of class parties should not exceed 30 minutes. Teachers will be asked to monitor and limit the time away from instruction for parties.

- **Field Trips**

A Parent's Permit form should be completed and signed at the first of the year. This form will be sufficient for all school-related trips. Any student whose business account is not current may jeopardize his/her opportunity to attend the field trips. Chaperones are responsible for providing their own transportation. Other school-age siblings will **not** be excused from class to accompany their parent on these field trips.

- **Gifts**

Gifts for teachers should be handled only as individual's desire. No parent or student is obligated to contribute to a group or individual gift.

- **Party Invitations**

Party invitations should not be handed out in class unless invitations are available for every student in the classroom. The exception to this would be in the case of the need to give out invitations to one gender only. **Please be advised that any invitations sent to school which do not follow these guidelines will be returned to the sender.**

MISCELLANEOUS

- **Announcements**

General information for the day and specific instructions will be announced in chapel and/or included in the morning report. Anyone desiring to have an announcement made must give the written announcement to the Principal before 8:00 a.m. and preferably the afternoon of the day before the announcement is to be made.

- **Asbestos Management Plan**

The Jackson Christian School Asbestos Management Plan, developed in compliance with AHERA, is located in the office of the President.

- **Cell phone Policy**

Cell phones have become a vital part of our lives. While understanding that cell phones are useful to our children, they will **NOT** be allowed to be used at school. The child may have one in their possession if needed, but the use of a cell phone during school hours, emergency or otherwise will result in the following sanctions:

- 1st Offense: The phone will be confiscated and delivered to the parent.
- 2nd Offense: The phone will be confiscated and delivered to the parent after one week – 7 full days counting the weekend.
- 3rd Offense: The phone will be confiscated and kept all semester.

- **Custody Clarification**

For purposes of clarification, Jackson Christian School considers the parent/guardian who has registered the student and is paying the tuition to be the primary parent/guardian of record. This person will receive all official correspondence from the school and be contacted by the school for decisions pertaining to permission, check-outs, discipline, etc. Additional parties may be designated by the parent/guardian of record to receive information, visit the school, and or check the student out of school. Issues governed by an approved court decree will supercede this policy statement. See your building principal if you need further clarification of this policy.

- **Fire, Tornado and Earthquake Drills**

There will be both announced and unannounced fire and tornado drills during the year. Instructions for evacuation of the buildings and/or where to go to a place of safety will be posted in each room. During these drills, students must stay in line, walk (no running) and must not talk. Each student is to remain with his/her class. In a tornado drill, students should sit on the hall floor facing the wall with their arms covering their heads in a tucked position.

- **Insurance**

Accident insurance is available to all students

- **Library**

Elementary teachers will bring their students to the library on a regular basis for work in the library. Students may check out books for two weeks, and they may be renewed if necessary. The library will be open for 30 minutes before and after school whenever possible for use by the students. Lost books will cost the student the full price of the book.

- **Lost and Found**

A designated lost and found area is located in the cafetorium. The school makes every attempt to discourage thefts; however, the cooperation of parents and students is needed to eliminate the problem. Valuables should not be left unattended, and large sums of money should not be brought to school. Your child's name should be placed on coats, lunch boxes, and all other articles that may be misplaced.

- **Lunch Program**

Students in JK-5 will either bring their lunches or purchase food from the cafetorium. Milk or bottled water will be available to purchase. **Parents are asked NOT to bring lunches from outside vendors to school for their children.** If any lunches are brought from home after 8:00 AM, they must be left with the receptionist or in the office.

Parents are encouraged to come to chapel and lunch to be with your child. However, please understand that these times should be limited for the benefit of the child's social development. Parents who attend too often will be asked to limit these visits.

Appropriate student behavior must be maintained in the cafetorium.

- **Parent Complaint Procedure**

Complaints from parents should first be made to the appropriate teacher and then to the Principal. If the complaint concerns a teacher, the teacher will be consulted by the Principal and then the matter will be discussed with both the complainant and the teacher present.

Should the above procedure fail to resolve the complaint, the parents may request a meeting with the President. If not satisfied, then the complaint may be brought in writing before the Executive Committee of the Board at their next regularly scheduled meeting. From that point, the matter would be brought before the entire Board at the next regularly scheduled meeting if the request is made in writing to the Executive Committee. Parent complaints are not to be taken to the Board outside this procedure administered by the President.

The decision of the Board is final.

Any complaint concerning school policy not covered by the Student Handbook or other published documents must be presented in writing to the Principal. If a satisfactory resolution to the complaint cannot be reached, the matter will be presented to the President by the Principal for further review.

- **Parent Organization**

JCS has active clubs that support the school programs. All families and friends of the school are encouraged to join and actively participate in them. They are the PTF (Parents, Teachers, Friends) and the Mothers' Club.

- **School Bus**

At various times throughout the school year, student groups will be using the JCS bus for field trips, athletic events, and other transportation purposes. In order that such outings and use of the bus be enjoyable and safe, these guidelines for school bus safety are to be observed by all students who ride the JCS bus:

1. Students must get on and off the bus in an orderly manner without running, pushing, shoving, or tripping.
2. Students may talk but not loudly, and must be absolutely quiet when the bus is stopped for or crossing a railroad track.
3. The emergency door may not be used as a regular entrance or exit.
4. Students must remain seated at all times while riding the bus. When unloading, students should remain seated until the bus is completely stopped and the driver opens the door.
5. Trash must not be left on the bus. It is best if students do not eat or drink while riding the bus.
6. When weather permits, students may lower the bus windows, provided they close them when getting off the bus.
7. Nothing may be thrown from the bus windows and students may not dangle their hands, arms, or other body parts out of the windows.
8. Students should not enter the bus unless the driver is present, nor should they attempt to force the door open when the bus is locked.
9. Student groups using the bus are responsible for leaving the bus/vans filled with gas and swept clean after use.
10. Students who refuse to abide by these guidelines will not be permitted to ride the bus/vans.
11. Students riding vans must be on time, as van drivers are instructed to stay on schedule.

- **School Closings**

In case of school dismissal because of weather or other unexpected conditions, the announcement will be made via Alert Now. It is very important that your telephone and email contact information is kept current or you will not receive these announcements! Please **DO NOT CALL SCHOOL PERSONNEL!** The school administration will do the best it can in making a timely decision; we ask for the patient cooperation and tolerance as we make these sometimes difficult decisions. Unless announced otherwise, school will be open.

Because of the passage of the *Snow Bill* by the State of Tennessee and the JCS Board of Trustees, up to eight days may be missed for inclement weather without their having to be made up. Therefore, snow days are no longer built into the school calendar.

Telephone Use

Students are encouraged not to use the office telephone before, during or after school. If a genuine emergency arises during the day, a student may come to the office with a hall pass and the secretary will make the necessary call. **Parents are urged not to call the school during the day to leave messages for their child.** Only in the case of emergency can we relay messages to students. Please make arrangements each morning before school as to your child's transportation needs, lunch or lunch money needs, etc.

- **Visitors**

To guard our instructional time and to ensure safety precautions, visitors to the campus must report to the receptionist in the foyer or school office to receive a Visitor's Pass before entering classrooms. Parents of students in grades Jr.K-5 are welcome to observe their child's class during the school day.

Dear Students and Parents,

Please read the handbook carefully. At the start of the school year, you will be asked to document that you have read and understand the contents of this handbook, and agree to abide by the policies and procedures herein. While trying to be as complete as possible, this handbook is not entirely comprehensive in its coverage of rules, regulations, and procedures. Some of the policies of JCS are either implied or accepted as such, even though unwritten. The basis for this may be tradition, accepted protocol, reasonableness, prudence, etc. Items in these categories are still binding upon JCS personnel (staff, students, and parents) once they are communicated. Your cooperation and understanding are appreciated

Any misprints or typographical errors will not eliminate the full responsibility to conform to the correct policies, standards, procedures, fees, etc. Policies are subject to change at any time, with approval of the JCS Board of Trustees.

Please sign below and turn it in to your child's homeroom teacher on or before August 21, 2009. Attendance at JCS is predicated on your acceptance of these policies; therefore, a parent's signature on this sheet is required.

Thank you,

Emily M. Crabtree
JCS Elementary Principal

I acknowledge that I have received, read and shared with my child/children a copy of the JCS handbook.

Signature of Parent

Date

****Be sure you understand the Discipline Policy; also do not schedule vacation trips in December or April that will cause students to miss the NWEA testing or exams. Check the calendar now and become familiar with the restrictions to the Approved Absence Policy.**